

INTECH

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[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____,

I am [describe your position] at [name of institution], completing [type of your work] entitled ["title"]. I would like your permission to use excerpts from the following: [insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

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If these arrangements meet with your approval, I am kindly asking you to sign this letter where indicated below and return it to me in the enclosed return envelope.

Thank you.

Sincerely,

[Your name and signature]

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[Type name of addressee below signature line]

Date: _____

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