**Sample Permission Request Letter**

[DATE]

To:

Dear [NAME]:

Westminster John Knox Press/Geneva Press, a nonprofit organization, is planning to publish my work, tentatively titled *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*, in both print and e-book format. The book will be approximately \_\_\_\_\_\_ pages in length and sell for an estimated retail price of $\_\_\_\_\_. The release date is tentatively scheduled for \_\_\_\_\_\_\_\_\_\_ with estimated sales of \_\_\_\_\_\_\_ during the first two years of publication.

[AUTHORS, PLEASE NOTE THAT WE MUST HAVE RIGHTS FOR PRINT AND DIGITAL FORMAT AND WORLDWIDE DISTRIBUTION. WE ALSO NEED CLEARANCE FOR A QUANTITY SUFFICIENT TO COVER AT LEAST THE FIRST TWO YEARS OF SALES, THOUGH “LIFE OF THE WORK” SHOULD ALWAYS BE REQUESTED.]

I am requesting your permission to include the following excerpt(s) from your publication in all editions of this work, **print and digital**, and all promotional materials associated with this work, including **world** **rights** in all languages, **for the life of the work**.

[LIST TITLE BY AUTHOR, AND PAGES TO BE QUOTED AND/OR ANY OTHER PERTINENT INFORMATION HERE. INCLUDE A COPY OF THE QUOTE AS IT APPEARS IN YOUR MANUSCRIPT]

Please find attached the text of the exact selection(s) I wish to include in my work.

If you are not the holder of the rights requested above, I would greatly appreciate any assistance you may be able to provide in locating the rights holder. I look forward to hearing from you at your earliest convenience. [LIST YOUR E-MAIL ADDRESS HERE FOR FURTHER CORRESPONDENCE]. Thank you in advance for your help with this matter.