

Sample Permissions Letter

Dear Permissions Manager

I am preparing an academic book titled [book title] which will be published by Equinox Publishing Ltd in [year]. It will be published in [hardback/paperback/ebook] at [price] with a print run of [number] copies.

I am writing to request permission to reprint material from one of your publications as follows:

Title

Year of publication

Author/editor

Page number/s and total number of words and/or figure/s

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With best wishes