**Permission Request Template**

**Subject**: Request for permission to reproduce [copyrighted work] in [your work].

Dear [copyright holder’s name and/or company],

My name is [requestor’s name] and I’m a PhD candidate from Nanyang Technological University, Division of Mathematical Sciences (*modify as needed*).

I would like ask for your permission to reuse this following material:

[Specify exact work (e.g. text / image / graph / video) to be used, with source citation or link if possible. Indicate if you need a specific portion of material from the work.]

The work will be used as [describe how you will incorporate the material into your work. E.g. thesis / conference paper / presentation]

It will be available to [specify users who will have access to it, any other presentation formats. E.g. open-access repositories like DR-NTU].

If you are agreeable, I will acknowledge [copyright holder] with a full citation. Please let me know if you have any particular requirements for attribution.

If you are not the copyright holder for the work, please let me have the contact information for the current copyright holder(s).

I would greatly appreciate your consent to my request and I hope to hear from you by [deadline: dd-mm-yyy].

Please contact me if you require further clarification or information.

Yours sincerely,

XYZ