Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I am pleased to apply for the post of Account Manager in (name of the company). My seven years of Thank you for your interest in my book, "God and Science". I grant you permission to reprint the requested chapters for your Religious Studies. However, the publisher demands reprinting fees amounting to $35/- per copy. Kindly contact XYZ publishers for details about the payment.

I hope my explanation about the link between Science and Providence proves to be enlightening for your students. You may contact me for further help.

Sincerely,

[Your Name]