

21 Bridge Street  
Smallville  
Dunwich DU3 4WE

May 3, 2019

Director  
Doe & Co  
35 Anthony Road  
Newport  
Ipswich IP3 5RT

Dear Sir or Madam:

I am writing to you on behalf of the Wikipedia project (<http://www.wikipedia.org/>), an endeavour to build a fully-fledged multilingual encyclopaedia in an entirely open manner, to ask for permission to use your copyrighted material.

...

That said, allow me to reiterate that your material will be used to the noble end of providing a free collection of knowledge for everyone; naturally enough, only if you agree. If that is the case, could you kindly fill in the attached form and post it back to me? We shall greatly appreciate it.

Thank you for your time and consideration.

I look forward to your reply.

Yours Faithfully,

Joe Bloggs