[Date]

[Name of Contact at Publisher]

[Address]

RE: Publishing contract for [Title of Work][[1]](#footnote-1)

Dear [Name of Contact at Publisher]:

I am contacting you regarding [Title of Work] by [Author of Work], published by [Name of Publisher] in [Year of Publication]. I am the author[[2]](#footnote-2) of that work. I am writing to request a copy of the publishing contract.

I am seeking a copy of the contract so I can refresh my memory about our agreement and my rights to use the work. You can reach me at [Your Email Address] or [Your Mailing Address].

Thank you very much for your time and attention in considering this request.

Yours sincerely,

[Your Name]

1. If you are requesting a contract for a work that is part of a larger work, such as a book chapter or journal article, give the title of the larger work as well. [↑](#footnote-ref-1)
2. If you are the heir or heirs of the author, substitute appropriate language here. If you are a group of heirs, you will also need to make additional adjustments to the letter (e.g., making pronouns plural). [↑](#footnote-ref-2)