

Contract Request Letter Template

Considerations for authors

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. 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).

Template: Contract Request Letter

[Date]

[Name of Contact at Publisher]

[Address]

RE: Publishing contract for [Title of Work]

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 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]