To: **[Insert name of web host here]**
From: **[Team alias]**

Subject: Image use request for WPI Cape Town Project Center

To Whom It May Concern:

We are students from Worcester Polytechnic Institute (WPI), one of the leading polytechnic schools in the United States. Global project learning is an integral part of our university, which has over 40 project centers all over the world. We are working with WPI's Cape Town Project Center in Cape Town, South Africa. **[Insert a few details about your specific project here].**

One of the deliverables of this project will be a **[resource the image will be used in, and description of its purpose.]** We realized that we did not have a photo of **[image]** that would greatly enhance our work **[how].** Your image seemed like it would be a great fit, but we did not see it

We are specifically seeking permission to use the image **<image link>** in our **[resource, provide link if possible].** The resource would be published on the Cape Town Project Center website (wp.wpi.edu/capetown/) under Worcester Polytechnic Institute. We would credit you in the image description, providing a link back to your original website.

Please know that if we do not gain your permission, we will not use the image. You are under no obligation to give us license to use it, but you may wish to be a part of the work we are doing in Cape Town through allowing us use of this image. Thank you for your consideration.

Sincerely,
[Project team signature]