

Template for Soliciting Permission to Use/Reuse Another Researcher's Scientific Products

Please replace the items within the red brackets with the information specific to the request.

Dear [resource contact person]:

I am a [position] at the National Center for Atmospheric Research. I am interested in using your [resource], which I learned about from [source that the resource was located], in my [project information]. My interest is in using it for [purpose].

Are you are able to share [resource] and give permission to use it?

If you are, I would be happy to acknowledge or cite you via your preferred method.

If it is already available online, I would appreciate a pointer to where I might find it directly.

Thank you very much.

Best regards,
[signature]