

Subject: Translation Permission Request: [Book/Article Title]

Dear [Mr./Ms. Last Name], Or Dear Permission Department

My name is [Your Full Name], and I am a full-time faculty member at Technical and Vocational University of Iran, specializing in [Your Field, e.g., Mechanical Engineering, Educational Technology]. I am writing to respectfully request permission to translate the following work into **Persian (Farsi)** for educational purposes:

Work Details:

- **Title:** [Exact Title]
- **Author(s):** [Author(s) Full Name(s)]
- **Publication:**
 - For Books: ISBN [Number], Publisher: [Name], Year: [Year]
 - For Articles: [Journal Name], Volume/Issue [Number], DOI/URL: [Link if available]

Purpose & Scope:

- **Objective:** To make this valuable resource accessible to Persian-speaking students and researchers in Iran.
- **Use Case:**
 - Non-commercial academic use at Technical and Vocational University of Iran
 - Distribution to students via university libraries and internal platforms
- **Rights Requested:**
 - Non-exclusive rights to translate and distribute within Iran
 - Format: Digital PDF and printed course materials
 - Duration: perpetual academic use

Credentials:

As a faculty member, I ensure:

- Full attribution to the original author(s) and publisher
- Strict adherence to copyright integrity
- Distribution limited to academic contexts (no commercial sale)

Request:

Please confirm if you hold translation rights for this work. If so, kindly:

۱. Approve this request via email, OR
۲. Share your formal permissions process.

I am happy to discuss royalties, licensing terms, or provide further documentation.

Thank you for supporting global knowledge dissemination. I look forward to your response.

Respectfully,

[Your Full Name]

[Your Position, e.g., Associate Professor of [Field]]

Faculty member of [Your Department]

Technical and Vocational University of Iran

international@tvu.ac.ir

[Optional: Faculty Profile Link]