

TEMPLATE LETTER REQUESTING A WRITTEN TEXT

Dear Mr/Mrs/Ms [Name and surnames],

We are contacting you in relation to [describe the reason: project/programme/residency...] [If appropriate, name of project/programme/residency...].

The [project/programme/residency...] consists of:

1. [Theme/Field]
2. [Centre(s) carrying project on]
3. [Objectives]
4. [Participants]

Bearing in mind the characteristics of the [project/activity], and in light of your work, experience and professional reputation, we think it would be enriching for you to be involved. We would be grateful if you could provide a text focused on [theme for the text]. The purposes of the text would be [describe purposes].

Characteristics:

1. The text should be between [minimum number of words] and [maximum number of words]
2. The text should be written in [language or languages]
3. [If the text is submitted after being proof-read: the text should be professionally edited before submission].
4. The last day for sending the text is [day] [month] [year]
5. Upon submitting the text, the author will have to commit to sign a declaration of authorship and ownership of rights to any images or other material supporting the text, if there are any.

Our budget for the preparation of the text is [€XX.XX] [VAT included/excluded].

If you are interested, please let us know as soon as possible.

Thanking you in advance,

Sincerely,

[Name and surnames of the representative]
[Post] [Centre]

[Name and code name of project, if appropriate]