

Sample Letter Requesting Permission to Reproduce Copyrighted Material

Permissions Department
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[Address]

Dear _____:

I am writing to ask your permission to (check all that apply)

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_____ photocopy

_____ digitize

_____ incorporate into

_____ course materials

_____ online course materials

_____ a dissertation/thesis

_____ a website publication

the following material:

Author:

Title:

Vol:

Issue:

Page #(s):

Figure/
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Minutes:

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If you do not control copyright in the requested materials, I would appreciate any information you can provide about others to whom I should write, including most recent address if available.

Sincerely,

PERMISSION GRANTED:

I have the authority to grant the permission requested herein and I hereby grant [name of organization or person requesting permission] permission to use the above referenced material in the manner described.

I request that the credit line read:

Copyright Holder's Signature

Author's Name

Address

Date