

Sample Permission Letter to Reproduce Copyrighted Material

Permissions Department

Dear _____:

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

reprint

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/
Image #(s):

Table #(s):

Minutes:

The material will be distributed/published as follows:

Purpose: [Not-for-profit, educational]

Format:

Number of Copies:

Distribution/Access:

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 _____ 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