Sample Letter Requesting Permission

Permissions Department Date: __________

Company Name -- Address -- City -- State -- ZIP

Dear Reader:

This letter is a request for permission to duplicate / use for the following:

Title: Copyright: Author(s):

Material to be duplicated: copy enclosed

Manner of distribution:

Type of reproduction:

Purpose of use/reproduction:
 inclusion in ( specify ) A self-addressed, stamped envelope is enclosed for your convenience.

Please respond.

Sincerely,

Name:
School Name:
Address: City, ST ZIP
FAX: Phone:
Permission granted by Date / Conditions, if any:  

_____________________________  _____________________________  _____________________________  

_____________________________  _____________________________  _____________________________  

Sample Letter Requesting Permission

Appendix A: Sample Authorization Request Form
Request for Authorization to Duplicate and/or Display Copyrighted Material

Date:

To:

From:

We are requesting authorization to use the following copyrighted materials:

Title: _____________________________

From: _____________________________

Medium: _____________________________

Use:

_________________________________

_________________________________

_________________________________

_________________________________

Producer Reply:

Permission: ___ Granted ___ Denied

Details / Restrictions:

_________________________________

_________________________________

_________________________________

_________________________________

Signature: ____________________ Title: ____________________

Date: ____________________

Title: ____________________
Appendix B: Sample Release Form
(Please fill out a complete typewritten release form for each visual submitted.)

1. Format:
  - Slide
  - Overhead
  - Video/film segment
  - Computer animation
  - Other (Please specify)

2. Year created: __________

3. Description (25 words or less):

4. Keyword descriptors (at least two):

5. Suggest course or area of study for which this image may be appropriate:

6. Contributor:

   Name: __________________________

   Address: _________________________

   City, state, zip: ___________________

   Telephone: _______________________

   e-Mail: __________________________

7. I hereby agree to lend the above described material for use in the [name the program here], with the understanding that due care will be taken, and the material will be returned in timely fashion. I acknowledge that the materials may be duplicated and distributed in any and all manner and media throughout the world in perpetuity. I further warrant and represent that I possess all rights to these materials and will indemnify and hold [name all the programs involved], their licensees and assigns, harmless from and against any and all claims, damages, liabilities, costs and expenses arising out of a breach of the foregoing warranty.

   _________________ date

   ___________________________________________

   Signature

   Mail to:
   Your Name
   Business Name
   Street
   Town, State, Zip
Sample Letter Requesting Permission
The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher in question.

Permissions Department

[Publisher]

[Address]

Dear Permissions Editor:

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

- reprint
- photocopy
- quote from
- incorporate into
  - multimedia courseware
  - online course materials
  - a dissertation/thesis
  - a print publication

the following material:

- Author:
- Book Title:
- Journal Title:
- Vol. Issue
- Page #(s)  Figure
- Image #(s)  Table #(s)

The material will be distributed/published as follows:

Distribution:

Publisher:

Expected distribution/publication date:

Expected length of work (number of images, etc.):

Target market:

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

[Optional: Enclosed please find a draft License Agreement for your convenience in responding to this request.]

Sincerely,
Please initial any statement that applies:

____ I hereby represent that I have the authority to grant the permission requested herein.

____ I am the sole owner/author of the work.

**Author Signature**                     **Company Signature**

______________________________  ______________________________
Author's name                  Name of authorized signatory

______________________________  ______________________________

Title

______________________________  ______________________________

Company

**Address**

______________________________  ______________________________

Date                  Date

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