

Sample copyright permission request letter

Your name
Department
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Dear Sir or Madam,

I am writing to request copyright permission for the material cited below that I am using as a reserve reading for a class I am teaching at Millikin University. These materials are intended for nonprofit educational use and I would be grateful to receive permission without a fee. All items will have a copyright statement attached, including proper acknowledgement of author, title, source, and copyright date.

Insert complete citation to item: Be sure to include edition number, when applicable, copyright date, ISBN number for books or ISSN number for magazines and journals, and exact page numbers.

Insert course information: Include number of students in the class, semester and year, indicate if you would like to use the material for more than one semester.

Insert information about reproducing the material: Include number of copies to be made and how it will be distributed to students – reserves, electronic reserves, Blackboard.

Please indicate your permission below and return this request in the enclosed self-addressed, stamped envelope. I am including a second copy of this request for your records.

- ☐ Permission granted
☐ Permission granted with the following restrictions:
☐ Permission denied

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Date: