**Copyright Permission Request Letter Template**

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[Letterhead or your return address]

[Date]

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[Rightholder’s Name]

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Dear [Sir, Madam, Name]:

I request permission to use the following material:

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Date of publication:

Volume/Issue (if applicable):

Page numbers:

 A photocopy of the material is enclosed.

**I WISH TO USE THIS MATERIAL IN THE FOLLOWING MANNER:**

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Total number of students: [note if there are multiple sections]

Describe how the material will be used.

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Will the material be sold? Yes No

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Thank you for your prompt consideration of this request. For your convenience, a release form is provided below.

Sincerely,

[Your signature]

[Your name]

[Contact information if not included above]

**RELEASE FORM**

**[Citation for requested material]**

**\_\_\_ Permission is granted for the use requested above.**

**\_\_\_ Permission is not granted for the use requested above, for the following reason(s):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**