**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](http://www.utsystem.edu/OGC/IntellectualProperty/X%20-DELETE/Contract/CPRTLIC.HTM) 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 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
|  |  |
|  |  |