

Sample Letter Requesting Permission to Use Copyright-Protected Material Without Charge

[Date]

[Copyright owner's name]

[Copyright owner's address]

[City, state, zip code]

Dear [copyright owner's name]:

I would appreciate receiving your permission to use, without charge, in a [intended use of material], the following material from your [book/periodical]:

Title: _____

Copyright owner: _____

Author: _____

Title of article, chapter, etc.: _____

From page _____, line _____, beginning with the words _____

to page _____, line _____, ending with the words " _____

Illustrations: _____ appearing on page(s) _____

I will acknowledge the title, author, copyright owner, and copyright date as indicated above—please let me know if you prefer otherwise: _____

Would you kindly indicate your permission by signing below and return this request? An extra copy is enclosed for your records.

Sincerely,

[Requestor's name]

[Requestor's title]

Permission granted:

[Copyright owner or agent]

[Signature]

[Date]