
E2. Copyright Permission – Sample Letter

Sample of Permission Letter

(Letterhead)

(Date)

(Publisher's or Owner's Name)
Copyright Permission Department
(Street Address)
(City, State, and Zip Code)

Dear (Name of Individual or Company)

I am writing to request permission to reproduce (exact material to be used, page number, chapter, how many, and type of reprint – ditto, photocopy, offset, typeset) copies of (give title, author and/or editor; copyright or publication date and edition of the book in which the materials to be duplicated appears), to be used for (explain use to be made of duplicated materials and form of distribution – e.g., as course material and whether collected with other excerpt of materials, whether bound or unbound). I need written permission by (give date). This material (will or will not) be sold.

Should you have any questions, you may contact me at Merritt College. My phone number is (area code, phone number, and extension).

Thank you for your prompt attention.

Sincerely,

(Your name)
(Your title)
(Address)

cc: (Requester's Manager)