

Sample written request for permission

Permissions Department
[Publisher]
[Address]

Dear Permissions Editor:

I am writing to ask your permission to (include all that apply)

- reprint
- photocopy
- copy in digital form
- quote from
- incorporate into
 - multimedia courseware
 - online course materials
 - a dissertation/thesis
 - a print publication
 - an electronic publication

the following material:

Author:

Book Title:

Journal Title:

Vol.

Issue

Page #(s)

Figure/
Image #(s)

Table #(s)

or material located at: [url].

The material will be distributed/published as follows:

Distribution (describe, including medium):

Publisher (if applicable):

Expected distribution/publication date:

Expected length of work (number of words, pages, images, etc., as appropriate):

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 contact information, if available.

Sincerely,

- Copyright proprietor, 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

Author's name

Address

Date

Company Signature

Name of authorized signatory

Title

Company

Date