

Instructions for permission letters

1. Be sure to include your return address, telephone number, fax number, and the date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. Clearly state the name of your university and your position.
4. Precisely describe the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the article, quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
5. The sample signature form at the end of the sample letter is appropriate when an individual grants the permission. When a company (such as a publishing house) is granting the permission, use the following signature format:

PERMISSION GRANTED FOR THE USE OF THE REQUESTED ABOVE:
[Type name of company]

By: _____

Title: _____

Date: _____

Sample Copyright Permission Letter

[*letterhead stationary or return address*]

[*date*]

[*Name & address of addressee*]

Dear _____:

[*If you called first, begin your letter: This letter will confirm our recent telephone conversation.*] I am [*describe your position*] at the California State University, Monterey Bay. I would like your permission to [*explain your intended use in detail, e.g., reprint the following article in a coursepack for my course*].

[*insert full citation to the original work.*]

Please indicate your approval of this permission by signing the letter where indicated below and returning it to me as soon as possible. My fax number is set forth above. Your signing of this letter will also confirm that you own [*or your company owns*] the copyright to the above described material.

Thank you very much.

Sincerely,
[*Your name and signature*]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[*Type name of addressee below signature line*]

Date: _____

Sample Permissions Letter for Use of Printed Material

[BUSINESS ADDRESS] (Addressed to Permissions Editor)

Dear Sir or Madam:

I am preparing a project [DESCRIBE], which will be used [HOW]. This project will
May I please have your permission to include the following in this project and in
I will give full acknowledgment to the author, title and publisher of this work.

I would like to have non-exclusive rights to use this material. These rights will
I would very much appreciate your consent to this request. If you require additic
For your convenience, a release form is provided below. The duplicate copy of thi

Sincerely,
[SIGNATURE]
[ADDRESS]
[TELEPHONE]

RELEASE to send with above letter:

I (We) grant permission for the use of the material described above

Date_____

Signed_____

Name (Please Print)

SAMPLE PERMISSION LETTERS

Request for Permission for Classroom Use

[UNIVERSITY LETTERHEAD]

[Date]

[Name and address of copyright owner indicated in copyright notice]

Dear _____ :

I am a professor of _____ at _____ University, _____ campus. I would like to reproduce and distribute the following material to students and auditors in University courses:

Title of Work: _____

Edition or Date: _____

Author: _____

Portion(s) of work to be used: _____

[Describe specifically by pages, sections, chapters, etc.]

This material will be used for [describe purpose]. I anticipate that classes will use this material _____ times per academic year and that each class will have approximately _____ students. I intend to have this material copied using [describe copying process, e.g. photocopiers, offset, etc.].

Copies of this material will be made and distributed only (1) to students and auditors in University-related classes, (2) on a nonprofit basis, (3) when, for pedagogical or other reasons, it is not practical to assign the entire work from which this material is taken. We will include your copyright notice in our copies of this material.

While I believe that copying and distribution of this material as described above is "fair use", in the interest of greater certainty I would appreciate your consent. [Delete this sentence if untrue.]

Please indicate your consent by signing the enclosed copy of this letter and returning it to me in the enclosed envelope. Also, please use the appropriate spaces at the end of this letter to indicate the name and address of any other person whose consent might be required.

Very truly yours,

[name of professor]
[title]

Enclosure

Consent granted:

[Legal name of copyright holder]

By: _____
[Signature]

Name: _____
[Please Print]

Title: _____

Date: _____

Other persons to contact for consent:

Name(s): _____

Address(es): _____

Telephone No(s): _____