



**Request Form
Seeking Copyright Permission
From an Author or Publisher**

Date _____

Copyright Holder: _____

Dear Sir/Madam:
I would like permission to _____

Title: _____
Author: _____
Copyright: _____
Material to be duplicated: _____
Type of reproduction: _____
Number of copies to be produced: _____
Use: _____

A self-addressed stamped envelope and a copy of this letter for your files are enclosed.

Please let me know what conditions, if any, apply to this use.

Sincerely,

Permission granted: _____
Signature Date

Conditions: _____

Signature Date



**Sample
Request Form
Seeking Copyright Permission
From an Author or Publisher**

[Insert Date]

[Insert Address of copyright holder]

Dear Sir/Madam:

I would like permission to [describe the materials you want to use and how they will be used].

Title [include edition/volume; ISBN for books, ISSN for magazines and journals]:

Author: [Name here]

Copyright: [month/year?]

Material to be duplicated: [include page numbers and/or chapters]

Type of reproduction: [photocopying, scanning, etc.]

Number of copies to be produced: [number – maximum # of copies]

Use: [include name of college or university, course name and number, semester and year in which material will be used]

A self-addressed stamped envelope and a copy of this letter for your files are enclosed.

Please let me know what conditions, if any, apply to this use.

Sincerely,

[Your name, address, department, etc.]

Permission granted: _____
Signature Date

Conditions: _____

Signature Date