

BARTON

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Dare to know

Sample Letter Requesting Copyright Permission

Individuals or organizations who hold copyright to materials as a matter of routine business will likely have their own forms, either hard copy or online. If needed, though, the following provides a template to secure permission to use copyrighted items. When making the request, be sure to retain copies of all correspondence. If using the U.S. mails, send a document with letterhead and include a self-addressed, stamped envelope.

(Name of Individual Responsible for Granting Permission)
(Title/Organization)
(Address)
(Phone Number)
(Email address)

(Date)

(Your Name)
(Title/Organization)
(Address)
(Phone Number)
(Email Address)

(Name of Individual),

I am requesting permission to (photocopy, scan, download, post to Canvas, include in a course pack, etc.) the following material to which, I understand, you or your organization hold the copyright.

(for a book, list the:)

- Author of the book
- Title of the book
- ISBN
- Edition
- Publisher
- Copyright date
- Inclusive page numbers

(for an article, list the:)

- Title of the article
- Author of the article
- Title of the periodical
- ISSN and/or doi
- Volume and issue numbers
- Copyright date
- Inclusive page numbers

(for a visual image or video, list the:)

- Title of the image
- Creator of the image
- Format or medium
- Copyright date
- Identification information (image number, URLs, catalogue number, etc.)

These aforementioned materials will be used in (the medium in which the material will appear) for (the manner in which the final product will be distributed), which will be restricted to (a geographic region).

If you agree to provide me with permission, please sign this permission letter and return one copy to me via email or regular mail. Also, please indicate your preferred form of acknowledgement for the credit line.

I appreciate your assistance and your time.

(Salutation)

(Signature)

By signing below, I warrant that I have the authority to grant the permission requested in this letter, and that I provide said permission.

Signature:

Date:

Vincent Friedrich
Muse Images
123 Da Vinci Dr.
Any Town, Any State, Any Zip Code
123-456-7890
vfriedrich@museimages.org

August 23, 2022

Johannes Wyeth
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Mr. Friedrich,

I am writing to request a hi-resolution copy (300 dpi or higher) of the following material to which, I understand, your organization holds the copyright:

- Impression Sunrise
- Claude Monet
- Tiff image of oil on canvas
- Copyrighted 1872
- Image # 112233

This image will be used as an interior illustration in a hardcover book scheduled to be published in North America by Hieronymus Press.

If you agree to provide me with permission, please sign this request letter and return one copy to me via email or regular mail. Also, please indicate your preferred form of acknowledgement for the credit line.

I appreciate your assistance and your time.

Regards,

Johannes Wyeth

By signing below, I warrant that I have the authority to grant the permission requested in this letter, and that I provide said permission.

Signature:

Date: