

Appendix 2.5.10.1 Sample Permission Letter

You can use the sample letter as a model for your formal requests for permission.

INSTRUCTIONS FOR REQUESTING PERMISSION TO USE COPYRIGHTED MATERIAL

1. The request should be sent, together with a self-addressed, stamped return envelope, to the individual copyright holder (when applicable) or permissions department of the publisher in question. Be sure to include your return address, telephone and fax numbers, and the date at the top of the letter.
2. Be sure to confirm the exact name and address of the addressee, and call the person or publishing house to confirm the copyright ownership. A telephone call might provide important information that can eliminate much of the uncertainty and waiting for a reply.
3. Email permissions are legally acceptable in most cases, but getting a genuine signature is usually best.
4. State clearly who you are, your affiliation with Fontbonne University, and the general nature of your project.
5. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the 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 yet reasonably specific terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
6. When you do use the work, give full credit as appropriate.

-- *From Columbia University Libraries / Information Services, Copyright Advisory Office:*
<https://copyright.columbia.edu/copyright/permissions/requesting-permission/model-forms/>

(Sample letter on next page)

Sample Permission Letter

[Date]

[Letterhead or Return address]

[Rights holder name and address]

Re: [Name of work for which permission is requested]

Dear [Sir or Madam] [Permissions Editor] [Personal name, if known]:

I am on the faculty of Fontbonne University where I teach in the [your department] department. I am in the process of creating [describe your project]. In my research, I have found the following work: [name of work under copyright]. I believe that you hold the copyright to this work and that it would have important educational value for my students. I would like your permission to include the following material from [name of work under copyright] in [name of your project]:

[Citation with source information]

[Describe how the project and material will be used].

It will be accessible to [describe users].

If you do not control the copyright on all of the above mentioned material, I would appreciate any contact information you can give me regarding the proper rights holder(s), including current address(es). Otherwise, your permission confirms that you hold the right to grant the permission requested here.

I would greatly appreciate your consent to my request. If you require any additional information, please do not hesitate to contact me. I can be reached at:

[Your contact information]

A duplicate copy of this request has been provided for your records. If you agree with the terms as described above, please sign the release form below and send one copy with the self-addressed return envelope I have provided.

Sincerely,

[Signature]

[Typed name]

Permission granted for the use of the material as described above:

Name & Title: _____

Company/Affiliation: _____

Date: _____