

Sample Permission request letter for Faculty

On letterhead

Date

Your contact & address

Include email and fax

Dear _____:

I am requesting permission to reprint from the following work:

[Add here full citation information about the work, include author, title, publisher, date of publication, exact pages you are requesting, and any other identifying information; include similar information about a book, photograph, music, or any other type of work you might want to use.]

This request is for permission to use the above content in academic department, _____ title of course, with _____ enrolled. The materials will be **[photocopied / hosted on a secure university server where they will be accessible only to registered students in my course with password access to the system.]**

- In course materials: to be included in course materials I am developing for Moravian College resident and distance learning students
- In publications: for republication in my (article, chapter, book – add all details including the publisher of your work)

I believe that you/your company, _____, are/is currently the holder of the copyright, because the original work states that copyright is held in your name/the name of the publisher, and my research indicates that _____ [additional reason you think this person/company owns the copyright]. If you do not currently hold the rights, please provide me with any information that can help me contact the proper rights holder. Otherwise, your permission confirms that you hold the right to grant me this permission.

This request is for a non-exclusive, irrevocable, and royalty-free permission, and it is not intended to interfere with other uses of the same work by you. I hope that you will support our educational programs by granting this permission. Please indicate your preferred full citation and I will include the citation and any other acknowledgement you might request when I make this work available to my students.

If you agree with the terms as described above, please sign the letter where indicated below and return one copy in the enclosed return envelope, via fax or email.

Please do not hesitate to contact me at the address and numbers above if you require any additional information. Thank you for your consideration of this request.

Sincerely,

Permission is hereby granted:

Signature: _____

Name & Title: _____

Date: _____

Company/Affiliation: _____