

[Sample letter to request permission to use copyrighted material.]

Date

Address lines

Dear Publisher:

I am writing to request permission for a one-time reprint of the following material from your publication:

Author:

Title:

Date of Publication:

Pages as they appear in the publication:

Other identifying information:

Comments: e.g., Texas Association of School Boards (TASB) is a nonprofit membership organization.

[Alternatively: Attached is a photocopy of the material I wish to reprint.]

This material is to appear as originally published (or note any changes) in _____ now being prepared for publication by TASB for release on _____. Our publication is distributed in Texas.

I am requesting nonexclusive North American rights.

If I have not heard from you in 15 days, I will assume you have no objection to the proposed use.

Please let me know how you wish to be credited for the grant of this permission, otherwise I will use a conventional credit line including publisher, author, title, and date.

Credit: _____

If you cannot grant permission for the proposed use, please let me know who to contact for permission.

Thank you for your consideration.

You may fax or mail your reply to:

Permission granted: _____
Name and title

Date: _____