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.

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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: ___________________________   Date: ________________________________
Name & Title: _______________________   Company/Affiliation: ____________________