

Sample Letter Requesting Copyright Permission

Many publishers have contact information on their web pages for requesting copyright permission. Whether you make your request in paper or online, it is wise to retain copies of your correspondence and to include the information in the sample letter below. If you correspond by mail, be sure to use letterhead and include a stamped, self-addressed envelope.

(address)

(date)

Copyright Permissions Department:

I am writing to request permission to (photocopy, scan, post to Blackboard, put on library reserve, put on electronic reserve, include in a course pack, whatever, but be specific) the following material to which, I believe, you hold the copyright.

(for a book)

- Author
- Title
- ISBN (ie, 0-19-385928-2)
- Publisher
- Copyright date
- Beginning and ending page numbers

(for an article)

- Title of the periodical
- ISSN (ie, 0047-3978)
- Author of the article
- Title of the article
- Copyright date
- Volume & Issue
Beginning and ending page numbers, or the total number of pages if they are not contiguous

These materials will be used by (enrollment or expected enrollment for the class) in my (course number and name) during the (fall, interterm, spring, summer) term of (year).

(signature)

(title)

(phone)

(email)