## Sample request letter for using third-party materials

The draft shown below is an example of the sort of letter that might be sent out. The wording should be amended and customised in the light of the specific request details, the type of content/technology etc and should bear in mind what the ideal situation in terms of permissions granted for the requestor should be, but what the fall-back position of the requestor is.

[date]

[name and address of copyright holder]

Dear [add name of title],

**Request for Copyright Permission**

We are currently preparing learning materials for the [ ] degree / programme / module. These course materials will be delivered to students in print and made available to them over a secure web environment. We wish to copy and use [paragraph / quote / image / other content/ software/ technology/ databases etc ] which originally appeared in [one of your publication; website etc] for inclusion in the course materials. The details of the [paragraph / quote / image / other content / software/ technology / database etc] and where it was published are contained in the schedule attached hereto.

We now seek your permission to make use of these for the educational purposes described above. Could you please confirm your consent in writing to this proposed use of your copyright works.

We look forward to hearing from you in due course.

Yours faithfully,

**Schedule**

| Author | Title | ISSN/ISBN | Page |
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