

Request for permission to include in a publication

[Date]

[Letterhead or Return address]

[Rights holder name and address]

Dear _____:

I am a faculty member [or student] at Worcester Polytechnic Institute in the department of [your department here] and putting together a manuscript for publication. I would like your permission to include the following material with this [book, article]:

Citation (including author, publisher, and date): _____

Portion(s) of work to be used: _____ [Describe specifically by pages, sections, chapters, etc...]

The publication information is as follows:

[Title of publication]

[Document type-article, book, pamphlet, etc.]

[Publisher]

[Number of documents to be published in first printing]

[Intended audience]

I am requesting a non-exclusive license for [distribution area and language – i.e. “world rights in all languages,” or “North American rights in English,” etc.] for a term of [preferred term of license – 5 years, 10 years, forever, etc.].

If you do not control the copyright on all of the above mentioned material, I would appreciate any contact information you can give me regarding the proper rights holder(s), including current address(es).

Please indicate your consent by signing the enclosed copy of this letter and returning it to me in the enclosed envelope. If you need any additional information, please feel free to contact me at [your contact info, email and phone number].

Sincerely,

[your name]

Permission granted for the use of the material as described above:

Agreed to: _____ Name & Title: _____
Company/Affiliation: _____ Date: _____
Citation as it should appear in the work: _____

(This letter was modified from samples created by Columbia University and University of Michigan. View original letters at <http://www.copyright.columbia.edu/model-permissions-letters> or http://www.copyright.umich.edu/Request_permission_publication.doc)