

SAMPLE LETTER TO COPYRIGHT OWNER

Following is a sample letter to a copyright owner requesting permission to copy:

Permissions Department
XYZ Book Company
etc.

Dear Sir/Madam:

I would like permission to copy the following for use in my class:

Title:
Copyright holder:
Author(s):
Material to be duplicated:

No. of copies:
Distribution:

No. of semesters:

Type of reprint:
Use:

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,