

SAMPLE LETTER FOR DUPLICATION AND RETENTION OF OFF-AIR TAPING

October 15, 2007

Permissions Department
Major Television Network
123 Main St.
New York, NY 10000

Dear Sir or Madam:

I recently videotaped your production entitled "(name of television show)" which was broadcast in my area on (date). I would like to retain my copy of this tape for use in my (subject area) class.

Will you give me written permission to retain this videocassette for educational purposes? If there is a fee involved, please let me know the amount and to whom the payment should be sent. If this is not possible, I would appreciate receiving any licensing or purchase information that you may be able to provide.

Thank you for your cooperation and assistance. I am enclosing a copy of this request, signed by me, for your files, and a self-addressed stamped envelope for the return of this request.

Sincerely,

Faculty Member

COPYRIGHT OWNER REPLY:

Title _____

Permission granted _____ Permission denied _____

Conditions/details/fees _____

Signature/Title

Date

