

SAMPLE LETTER REQUESTING PERMISSION TO PHOTOCOPY MATERIAL

March 1, 2008

Material Permissions Department
Hypothetical Book Company
500 East Avenue
Chicago, IL 60601

Dear Sir or Madam:

I would like permission to copy the following for continued use in my classes in future semesters:

Title: Learning is Good, Second Edition

Copyright: Hypothetical Book Co., 1995, 2007

Author: Frank Jones

Material to be duplicated: Chapters 10, 11 and 14
(Photocopy enclosed)

Number of copies: 500

Distribution: The material will be distributed to students in my classes and they will pay only the cost of the photocopying.

Type of reprint: Photocopy

Use: The chapters will be used as supplementary teaching materials.

Thank you for your cooperation. 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

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Permission granted _____ Permission denied _____

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