



Sacramento City College
Learning Resource Center
Library

Sample Letter Requesting
Permission to Use Copyrighted
Material

(Copyright owner's name
and address)

Dear (copyright owner's name):

I would appreciate receiving your permission to use, without charge, in a (intended use of material), the following material from your (book/periodical). This material will be placed in Electronic Course Reserves in (your college's) library.

Title:

Copyright owner:

Author:

Title of article, chapter, etc.:

From page_____, line _____, beginning with the words

"_____

_____ " to page _____, line _____, ending with
the

words "_____."

Illustrations: _____,

Appearing on page(s)_____.

Proper acknowledgement of title, author, copyright owner, and copyright date will be given.

Would you kindly indicate your permission below and return this request? An extra copy is enclosed for your records.

Sincerely

Requestor's name
Requestor's title

Permission granted:

Copyright owner or agent

Signature