

Sample Letter

Permission to use Copyrighted Material in a Master's/ Doctoral Thesis

Insert date

Insert student name

Insert mailing address

Insert name and address of copyright holder

Dear Insert name:

I am a graduate student at Athabasca University completing my "insert name of degree". My thesis is entitled "insert title of the thesis". I would like your permission to reprint the following material in my thesis:

[insert copy or detailed explanation including the title of the article or book, the figure or page numbers of the material used, the journal name, year, volume number or unique publication identifier, the publisher and year]

Copy of material for which permission to reprint is being requested attached

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Sincerely,

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