

Sample written request for permission for course use

Dear Permissions Editor,

I am a faculty member at Concordia University, a non-profit, accredited university located in Mequon, Wisconsin.

I am writing to ask your permission to reprint/digitize a copy of the following work, for educational purposes, in a password protected learning management system. The course runs X times a year with an average of X students each term.

The material I wish to use is (be as specific as possible):

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Or online material located at: [url].

If you have the authority, and agree to grant the permissions requested, please provide a written statement and send to (your email or campus address).

If you do not solely control copyright in the requested materials, I would appreciate any information you can provide about others to whom I should write, including most recent contact information, if available.

Sincerely,

Author Signature

Company/Owner Signature

Author's name

Name of authorized signatory

Title

Address

Company

Date

Date