

Sample Copyright Permission Request Template

Dear [Name],

I am a student/staff at [name of school]. I would like to use [specific description of the material] in the following manner [specific description of how the material will be used]. Do you hold the copyright on this material? If you hold the copyright, may I have your permission to use your material in this way? If you grant permission to copy this material, I will properly reference your ownership by [describe how ownership will be referenced]. I require a response by [date].

Sincerely,

[Name]