

Copyright Permission Sample Letter

Date

Copyright Holder/Publisher
Street Address
City, State Zip
Attn: Copyrights and Permissions Department

Dear Sir or Madam:

Regarding the following title and information, I would like permission to retain a copy of the following material on reserve in the library at North Central Missouri College.

Author or Editor: _____

Article or Chapter: _____

Periodical or Book title: _____

For Periodical: Volume # _____ Issue Date: _____ Pages: _____ ISSN: _____

For Book: Copyright date: _____ Pages: _____ ISBN: _____

Number of copies to be placed on reserve: _____

Item will remain on reserve until: _____

The copy will be used exclusively for educational purpose, with no direct or indirect commercial advantage, and will include a notice of copyright for students enrolled in my class.

Thank you for considering my request; I am looking forward to your reply.

If you have any questions, contact Ann Sampson at the address listed below, or by phone 660-359-3948 extension 1322, or email asampson@mail.ncmissouri.edu

Sincerely,
[Signature of instructor]
North Central Missouri College
1301 Main Street
Trenton, MO 64683