Sample Request-to-Copy Letter to Copyright Holders

Date: __________________

Permissions Department
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Dear ________________:

I would like permission to reproduce the following material for use as supplementary course reading during this semester (and/or subsequent semesters):

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A stamped, self-addressed envelope is enclosed for your convenience in responding to this request, or you may respond by fax to ( ___ - ___ ) or by e-mail to ____ @ ________ .

Sincerely,

______________

enc.