

## Permission Request Letter Example

Use this as an example and modify its format and the information you supply according to your needs. Keep a copy of the completed permission request letter on file. Use letterhead or supply your mailing address.

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[Date]

[Publisher's address]

Dear [Copyright Holder/Permissions editor]:

In conjunction with a course I am teaching at Hawkeye Community College, I would like to place the following material on the college's library reserve system:

[Give complete citation, including page numbers]

This request is for [specify semester and year.] The material will be used for educational purposes only for the following course:

[Give department, course number and title, section number, and number of students enrolled.]

At the end of the indicated semester, the material will be removed from the library's reserve system.

If you are not the copyright holder, I would appreciate any information you can provide regarding the current copyright holder.

Thank you for your prompt attention to my request. I have included a self-addressed, stamped envelope for your reply.

Sincerely,

[Signature]

[Your name typed]

[Give your contact information, including office telephone number, if not supplied in the letterhead.]