

Permission to Use Copyrighted Material Template & Sample Letter

This letter is not an official legal document and does not replace the advice of an attorney.

[DATE]

[REPRINT DIRECTOR'S NAME]
[ADDRESS]

Dear [ADDRESSEE],

My name is [YOUR NAME] and I am representing the IT Department of [NAME OF YOUR AGENCY].

I am writing to you to request permission to use [COPYRIGHTED MATERIAL] for [WHAT PROJECT/PURPOSE]. [DESCRIBE WHAT YOU HOPE TO ACHIEVE BY USING THE MATERIAL].

I would like to use the [COPYRIGHTED ITEM] on our [MEDIA + URL (if web) WHERE YOU WISH TO PLACE THE ITEM] for [WHAT DURATION OF TIME].

Please contact me to let me know if you grant permission and any conditions that may apply. If you have any questions about this request, please feel free to contact me at [PHONE NUMBER] on [BEST DATES/TIMES TO REACH YOU]

Thank You for Your Consideration,

[YOUR FULL NAME]

Permission to Use Copyrighted Material Template & Sample Letter

This letter is not an official legal document and does not replace the advice of an attorney.

December 11, 2003

Mary Suggett, Permissions Director
Universal Press Syndicate
4520 Main Street
Kansas City MO 64111-7701

Dear Mary,

My name is Rebecca St. Martin and I am representing the IT Department of the City of Maple Grove, Minnesota.

I am writing to you to request permission to use the The Calvin and Hobbes comic strip that was originally released on December 17th, 1990. We hope to offer a bit of humor to our employees when they arrive on the day we celebrate our Holiday Party.

I would like to use the comic on our *Intranet* Web Site Home Page for one day.

Please contact me to let me know if you grant permission and any conditions that may apply. If you have any questions about this request, please feel free to contact me at 763-535-0880 on any weekday before 10am.

Thank You for Your Consideration,



Rebecca St. Martin, Web Consultant and Designer
OmniStation's Web Sites That Fly™