



**Sacramento City College**  
 Learning Resource Center  
**Library**

## Sample Letter Requesting Permission to Use Copyrighted Material

(Copyright owner's name  
 and address)

Dear (copyright owner's name):

I would appreciate receiving your permission to use, without charge, in a (intended use of material), the following material from your (book/periodical). This material will be placed in Electronic Course Reserves in (your college's) library.

Title:

Copyright owner:

Author:

Title of article, chapter, etc.:

From page\_\_\_\_\_, line \_\_\_\_\_, beginning with the words

" \_\_\_\_\_

\_\_\_\_\_ " to page \_\_\_\_\_, line \_\_\_\_\_, ending with  
 the

words " \_\_\_\_\_."

Illustrations: \_\_\_\_\_,

Appearing on page(s)\_\_\_\_\_.

Proper acknowledgement of title, author, copyright owner, and copyright date will be given.

Would you kindly indicate your permission below and return this request? An extra copy is enclosed for your records.

Sincerely

Requestor's name

Requestor's title

Permission granted:

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Copyright owner or agent

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Signature