

**SAMPLE LETTER TO COPYRIGHT OWNER (PUBLISHER)
REQUESTING PERMISSION TO COPY**

October 15, 1998

Material Permissions Department
Hypothetical Book Company
500 East Avenue
Chicago, IL 60601

Dear Sir or Madam:

I would like permission to copy the following for continued use in my classes or on library reserve in future semesters:

Title: (book title) and any other pertinent information

Copyright: Publisher and dates of previous copyrights

Author: include editor, if no author

Material to be duplicated: Chapters, pages (photocopies enclosed)

Number of copies:

Distribution: Materials will be distributed to students in my class and they will pay only their printing charge.

Type of reprint: Electronic Reserve

Use: Your reason for use--the chapter will be used as supplementary teaching material.

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,

Faculty Member