Sample Letter for Copyright Permission
(Send to copyright owner on college letterhead)

Copyright and Materials Permission Dept.
Association of College and Research Libraries
50 Huron Street
Chicago, ILL. 60611

Dear Sir:

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

[AUTHOR] Tjalda Nauta Belastock
[TITLE] “Writing a copyright policy for the campus”
[NUMBER OF COPIES] 3
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[USE] The material will be used for supplementary reading for the Norwich University course: “Library Science 101.”

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

Sincerely,

[signature]
[your name]