

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

SAMPLE PERMISSIONS LETTER

Permissions Department or Author
XYZ Book Company
etc.

Dear Sir/Madam:

I am requesting the permission to copy the following for use in my class:

Title:
Copyright holder:
Author(s):
Material to be duplicated:
Number of semesters:
Number of copies:
Distribution:
Type of reprint:
Use:
Requestor:

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

Sincerely,