**Sample Letter Requesting Copyright Permission**

Copyright Permissions Department

(Publisher)

(Address)

(date)

Dear Permissions Editor (insert name, if known),

I am preparing a (printed/digital) course pack for the course course name provided in the City University of Hong Kong. I would like your permission to include the following material in the course pack.

|  |  |
| --- | --- |
| (for a book)   * Author * Title * ISBN (ie, 0-19-385928-2) * Publisher * Copyright date * Beginning and ending page numbers | (for an article)  • Title of the periodical  • ISSN (ie, 0047-3978)  • Author of the article   * Title of the article * Copyright date   • Volume & Issue   * Beginning and ending pag |

The material will be distributed in (printed/digital) format to (no. of students) students during the (Semester A (Sep-Dec)/ Semester B (Jan-May)) of (year).

If you do not control copyright in the requested materials, I would appreciate any information you can provide about others to whom I should write, including most recent address if available.

I would greatly appreciate your consent to my request.

Sincerely,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERMISSION GRANTED:**

I have the authority to grant the permission requested herein and I hereby grant City University of Hong Kong permission to use the above referenced material in the manner described.

Copyright Holder's Signature:

Name & Title:

Company/Affiliation:

Date: