**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: