Sample Copyright Permission Letter

You may wish to use the following sample letter/email when seeking copyright permission. If so, please fill in the “red font” information (and then change to black font), and delete the “blue font” instructions prior to sending.

Dear Sir or Madam:

I am a student at Mount Royal University, a public, non-profit post-secondary institution in the Province of Alberta, where I am enrolled in [course number] [course title] beginning [course start date] and ending [course end date], taught by [instructor]. I would like to include the following [article/image/document/artwork] as part of my course assignment:

[Note: Provide full citation information here. Be specific when describing the item and how it will be used.]

[Book/Journal: Title, ISBN, edition, publisher, publication date, page numbers/range, author(s), etc.]

[Website: include the name of the site, author, and URL linking directly to site]

[Photos: include a copy of the picture(s), title, etc.]

I am sending you this email to ask permission to use the above-mentioned material, which will be displayed or distributed to my classmates, in either electronic or print form. The materials will be used for non-commercial, educational purposes, and no profit will be derived from their use. I therefore ask that permission to use this material be granted royalty-free. A credit line acknowledging your copyright ownership and grant of permission will appear with the selected material along with the full citation of the work.

I will wait for further information from you, and take the opportunity to thank you for your time. If you have any questions or require additional information please contact me at [Email]@mtroyal.ca or 403.###-####. I look forward to your response.

Sincerely,

[name]

Student, Mount Royal University