

**Example
Permission To Copy Form**

Dear Cathy McDaniel:

I (_____) requests permission to copy and use the following material:

- Title:
- Author/editor:
- Edition to be duplicated and year of copyright:
- Material to be used: (i.e., amount, page numbers, chapters of the material):
- Period of intended use:
- Method of reproduction:
- Nature and purpose of use (teaching, research, etc.)
- Form of distribution:
- Whether or not the material will be sold:
- Number of copies:

Please advise me no later than _____, whether permission is denied, granted, or conditioned on any specific additional terms.

Thank you for your assistance.

Sincerely,