

## ***SAMPLE FORMAT FOR COPYRIGHT PERMISSION REQUEST***

date

person in position of authority  
publishing company  
address  
city, state zip code

Dear (name),

As a doctoral student at Illinois State University in the Department of \_\_\_\_\_. I am currently working on my dissertation on "(\_title/ or subject\_)" which has led me to (author)'s (book/article/model/ et al) titled " \_\_\_\_\_" from (date). It is my understanding that you hold the copyright on this work.

I would like to include (author)'s material in my dissertation. This would be micro-published by ProQuest Information and Learning 's University Microfilms, Inc. following my graduation (may include expected graduation date). It will be helpful to receive your permission(s) as follows:

yes     no        To include (description of) material in my dissertation.

yes     no        To allow ProQuest Information and Learning (University Microfilms, Inc.) to include copies of (original author)'s (item / title / et al), (date), in copies of my dissertation which will be ("sold commercially" or "openly available on the world wide web").

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name

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signature

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date

If you have any specific conditions or requests concerning the above permission(s), I will make every effort to meet those needs. My return FAX number is (fax #). Thank you for your time and assistance.

Sincerely,  
(signature)  
(name)