

Sample Permissions Letter for a Master's Thesis

use letterhead stationery or print your return address at top

Date

Name and address of copyright owner

Dear *name of copyright holder*,

I am completing a master's thesis at Illinois State University. The title is *give your thesis title*.

I request your permission to use in my thesis research your *survey instrument/photo/poem (whatever the item)* and to reproduce that item in an appendix to the thesis.

The *items/excerpts* to be used/ reproduced are: *[give the title or provide a copy of the material]*.

The completed thesis will be deposited in the university library.

If you are the copyright owner and you grant permission for this use, please sign below and return the letter to me. For your convenience I have enclosed a stamped return envelope.

I appreciate this assistance with my research.

Sincerely,

print your name and sign

I grant my permission to use the material described above.

name of copyright owner

date