A Sample Permissions Letter

[This letter should be printed on letterhead stationery]

[Insert Date]

[Name & address of addressee]

Dear [title, name]:

I am requesting permission to make a digital copy and place the following item on electronic reserve for my [Insert name of class] at Morehead State University.

[Insert full citation to the original work.]

Morehead State University uses a password protection system to limit access to reserve materials to authorized users. At no time will this copy be available to the general public.

Please indicate your approval of this permission by signing the letter where indicated below and returning it to me as soon as possible. My fax number is set forth above. Your signing of this letter will also confirm that your company owns the copyright to this material.

Thank you very much.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[Type name of company]
By: 
Title: 
Date: