

IMEJ

Sample Letter Requesting Permission to Use Published Materials

Permissions Department
Publisher
Address
Date

Dear Permissions Editor:

I am writing to ask your permission to (circle all that apply)

- quote from
- incorporate into
- reproduce
- reprint

- multimedia courseware
- online course materials
- a print publication
- software
- images or image files
- video or video files

the following material:

Author:

Book Title:

Journal Title: Vol. _____ Issue _____ Page(s) _____ Figure/Table _____

File Name: Image # _____ Audio # _____ File # _____

Software Name:

The material will be published/distributed as follows:

IMEJ Expected date of publication:

CD ROM Expected date of publication:

Expected length of work:

Target market:

If you do not solely control copyright in the requested materials, I would appreciate information about others to whom I should write, including most recent addresses if

available.

Sincerely,

Author Signature

Author's name

Address

Date

Please initial any statement that applies:

- I hereby represent that I have the authority to grant the permission requested herein
- I am the sole owner/author of the work

Company Signature

Name of authorized signatory

Title

Company

Date