



University of Maryland University College

INFORMATION AND LIBRARY SERVICES

Sample Letter to the Copyright Owner Requesting Permission to Copy

Date

Material Permissions Department
Hypothetical Book Company
400 Any Street
City, State Zip Code

Dear Sir/Madam:

I would like permission to copy the following for continued use in my classes in future semesters.

Title: *Learning in College*, Second Edition
Copyright: *Hypothetical Book Company*, 1970, 1972
Author: John Doe
Material to be duplicated: Chapters 5, 6, and 15 (photocopy enclosed)
Number of Copies: 500
Distribution: The material will be distributed to students in my classes and they will pay only the cost of the photocopying
Type of Reprint: Photocopy
Use: The chapters are to be used as supplementary teaching materials.

I have enclosed a self-addressed stamped envelope for your convenience in replying to this request.

Sincerely,

Faculty Member