

DATE

NAME OF COPYRIGHT HOLDER
ADDRESS

Dear [NAME OF COPYRIGHT HOLDER]:

I would like to use your [article, poem, picture, etc] in a book that I [am writing/have written] which will be published [e.g. next spring] by [name of publisher.] The book is presently entitled "[book title]." [Insert a short description of the book, its audience, scope of distribution, and its use. A little puffery doesn't hurt either.]

The [article, poem, picture, etc] I would like to use is found on page ## of [name of book, magazine, etc.]. [Attach a copy if possible]

If you grant your permission, I would use the following statement. If you have another form that you prefer, please forward it to me or indicate below any changes you would prefer:

This [article, poem, picture, etc] was originally published in 200__. © Copyright 200__ by_____. Reprinted with the kind permission of the copyright owner.

My publisher needs an official signed release of the copyright material, so if you would be kind enough to sign this letter indicating your permission and return it to me, I would appreciate it.

Thank you.

Sincerely,

By_____

I have the authority to grant the permission to use the above identified [article, poem, picture, etc] in the manner described above and I hereby grant permission to you to reprint the [article, poem, picture, etc] in the manner described in this letter.

Date_____

