

Sample Permission Request Letter

Specific information on what to put in the highlighted fields is in [Information to Include in a Permission Request](#)

Dear _____,

I am writing to obtain permission to use _____ in _____. **[Description of Your Project]**

[Where the Material Will Be Published]

I would like to use the following materials in this project:

[Material Requested]

This request is for a non-exclusive, irrevocable, royalty-free, worldwide permission to use the material as described above, and it is not intended to interfere with other uses of the same work by you. A complete citation and acknowledgement of permission to use this material will be prominently displayed with the work.

If you do not currently hold the rights, please provide me with any information that can help me contact the proper rights holder. Otherwise, your permission confirms that you hold the right to grant this permission.

[Optional – use this section if you also need an electronic version of the material]

Text: I am also requesting an electronic copy of this material for publication. Can you provide that?

Images: I am also requesting a high-resolution image of this image for publication. Can you provide that? If not, can you recommend a source that would have a high-resolution image?

I would greatly appreciate receiving your permission by _____, 201_. If you require any additional information, please contact me at _____@georgetown.edu. Thank you for your consideration of this request.

Best regards,

Name

Department/Position

Email Address

Phone Number

Street Address

Meg Oakley

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202-687-0302

meg.oakley@georgetown.edu