Sample Permissions Request

Dear [copyright holder]**:**

I am requesting your permission to reproduce material in a forthcoming book by [author/editor], tentatively titled [book title], to be published by the University of British Columbia Press in [month and year].

The source information that I have for this [excerpt/illustration] is as follows:

[For an excerpt, give the author, complete title, complete publication details for the journal or book in which the excerpt appeared, including page numbers. Cite the first and last few phrases of the passage and indicate the total number of words.]

[For a photograph, give the name of the photographer and a brief description of the subject of the photograph or (where applicable) the creator and title of the work shown in the photograph. For another type of illustration, such as a map or diagram, or for a table, give complete source information as for a text, along with a brief description and the name of the creator, if known.]

I am enclosing/attaching a copy of the [excerpt/illustration]. <Do this if possible.>

I am requesting permission to reproduce the [excerpt/illustration] in all editions and formats related to this book, including electronic, for the duration of the publication, and in print and online advertising and marketing materials promoting the book. <Important to ask for all of these things>

The University of British Columbia Press is a nonprofit, academic publishing house. My book is a scholarly study that will be published in an edition of less than 800 copies. It will be sold primarily to libraries and scholars.

<If applicable.> I also request permission to reproduce the illustration on the cover of the book.

Full credit will be given to you as the source. If you wish to specify the exact wording of the credit, please do so in your response.

Your prompt consideration is greatly appreciated. If you have any questions, call me at [phone number]or email your query to [email address]. If you are not the copyright holder, please supply the name and contact information of the copyright holder (if known).

Yours sincerely,

[your name]

|  |
| --- |
| I/we grant permission requested on the terms stated above.  Name: Date:  Credit line:  Any restrictions? |