

[Date]

[Return Address]

[Name and Address of Copyright Owner]

Dear [name of copyright owner]:

I am writing to ask your permission to include the following material in [describe your project].

[citation or description of material to be used including source information]

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A duplicate copy of this request has been provided for your records. If you agree with the terms as described above, please sign the release form below and send only copy in the self-addressed return envelope I have provided. Your signature confirms that you hold the right to grant the permission requested.

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If you require any additional information, please do not hesitate to contact me. I can be reached at:

[your contact information]

Sincerely,

[Signature]

[Typed name]

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Name: _____

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