

SAMPLE LETTER OF REQUEST FOR PERMISSION TO COPY

Date

Permission Department
ABC Publications
Evergreen Road
Seattle, WA 98105

Dear ABC:

My sixth grade class is preparing to take a field trip to Northwest Trek. In preparation students are planning to develop their own guidebook which we propose to reduce to photocopy for each class member -- approximately 30. They would very much like to include items from two of your publications. May we please have permission to make not more than 30 copies of each of the following:

From Animals of North America, by Gretchen Friend

1. Pages 31-38
2. Pages 86-91

From Sasquatch: Man or Beast, by Ollie Smith

1. Page 16
2. Pages 20-27

We are enclosing a copy of this request for your files, signed by me, and a self-addressed stamp envelope for the return of this request.

Sincerely,

Teacher Name
School Name

Permission granted by:

Signature

Conditions (if any):