

Sample Permissions Letter

Permissions Department

Type date here

Type company name here

Type street address here

Type city, state and ZIP here

To Whom It May Concern:

This letter is a request for permission to duplicate/use for the following:

Title: type the title of work here

Copyright: type the copyright information here

Authors: type owner of the copyright her

Material to be duplicated: describe the material to be duplicated or used in your production

Manner of distribution: The program will be distributed in conjunction with the California Community College Satellite Network and _____ showcasing the work of California Community College Students.

Type of reproduction: Video

Purpose of use/reproduction: Duplicated material will be used in original student created productions for the purpose of broadcasting them via CCCSAT and other academic venues.

A self-addressed, stamped envelope is enclosed for your convenience.

Please respond.

Sincerely,

Type your name here

Type the name of your college here

Type city, street and ZIP here

FAX: Type FAX number here or delete **Phone:** Type phone number here or delete

Permission granted: _____ **Permission denied:** _____

Signature: _____

Date: _____

Conditions, if any:

