

## Publisher Permission Sample Letter - Book

The following is an example of a letter requesting publisher permission to reproduce a book chapter.

### REQUEST FOR PERMISSION: BOOK

Date:

TO: Permissions Department  
Engineering Information Publishers  
123 Main Street  
Anytown, GA 12345

I am writing to obtain permission to duplicate and place on electronic class reserve at the Georgia Tech Library the following material(s). Access will be strictly limited to currently enrolled students.\*

Lessons in Outstanding Engineering	3 <sup>rd</sup> edition
Journal or book title	Journal issue or book edition
Dr. Alan Davis	"How I Became an Outstanding Engineer"
Author's full name	Article title or book chapter
1993	ISBN# 0-9200-444-2
Copyright or publication date	ISBN for books / ISSN for journals
50-65	ENGR101 (Basics of Engineering)
Pages	Name and number of academic course
50	Fall 2003
Expected class size	Semester / year course is taught

It may be assigned in future semesters?  Yes  No

Dr. Larry Jones

Name of instructor

If you are not the copyright holder or do not have authority to grant this request, I would appreciate any information you can provide concerning the current copyright holder. Please specify here any additional source from whom permission must be obtained.

Thank you for your prompt consideration of this request. Please apprise me of your decision at your earliest convenience.

Sincerely,

Requestor's Name: Dr. Larry Jones  
Address: Georgia Institute of Engineering  
225 North Ave NW  
Atlanta, GA 30332

Fax: (404) 894-xxxx

E-mail: larry.jones@egr.gatech.edu

The above request is approved, subject to the conditions noted above.

Approved by:

Date:

*Questions, comments, and suggestions should be sent to [reserves@library.gatech.edu](mailto:reserves@library.gatech.edu)*

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