Sample Permission Request Letter (Via email or regular first class mail)

* Be sure to fill in the blanks and change information noted with \*.
* At the bottom is a list of information to include on a separate page.

**NOTE: When your permission request is granted, you need to keep that document for 6 years after its final use, or 6 years after the permission ended. Please send a copy of letter/email granting permission to:** [**copyright@pima.edu**](mailto:copyright@pima.edu)

Pima Community College

[\*your campus address]

[\*your email address]

[\*your contact phone number]

\*Date

\*Owner

\*Owner’s contact information

Re:    \*Author and \**Title of Work*

     \*Year of publication (volume/month/day if periodical)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am an instructor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Pima Community College (PCC) in Tucson, Arizona.  PCC is a public, not-for-profit community college.

I am writing to request your permission to use [title of work] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the class I will be teaching in the \_\_\_\_\_\_\_\_\_\_\_ semester of academic year 201\_\_\_ - 201\_\_\_.  The course title is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the subject of the class is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Attached is a more detailed description of the work and the circumstances under which I would like to use it.

Thank you for your prompt attention to this request.

Sincerely yours,

[\*your signature]

[\*your printed name]

cc, with enclosure:

(Your Department Head)

\*The following information should be on a separate sheet of paper.  Provide all information; repetition matters

* Title of the material
* Creator/author of the material
* Publisher of the material
* Description of material
* ISBN or ISSN, if applicable
* Date of publication, if applicable
* A statement that the College is a public non-profit institution and you are an employee of the College.
* A statement that the work will be used in a non-profit educational setting in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of class to be taught \_\_\_\_\_\_\_ [date it will be taught]
* A description of how the material is to be reproduced (e.g., photocopied, digitized)
* A statement that the reproduced material will be used at a class taught on the \_\_\_\_\_\_\_\_\_\_\_ campus of PCC located in Tucson, Arizona, **or** will appear on the College’s secure, password-protected Course Management System (CMS).
* A representation that the reproduced material, if uploaded to the College’s secure, password-protected CMS, will be posted there on about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_.
* A representation that if uploaded to the College’s secure, password-protected CMS, the work will be removed from the site on about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_.