



**SAMPLE LETTER:  
REQUEST FOR PERMISSION TO COPY**

**AUTHOR, PUBLISHER OR DISTRIBUTOR**

**Date:** \_\_\_\_\_

**Permission Department**

I am requesting permission to copy and use:

Title: \_\_\_\_\_ Author/Editor: \_\_\_\_\_

Year published: \_\_\_\_\_ Number of copies: \_\_\_\_\_

Will copies be sold? (Check one)  YES  NO

Description of materials to be copied (Photocopy enclosed): \_\_\_\_\_

Intended use of materials: \_\_\_\_\_

Type of reproduction: \_\_\_\_\_

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request, please forward this letter to the proper person/agency.

Sincerely,

Permission granted: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions (if any): \_\_\_\_\_

---

**SAMPLE PRODUCER INQUIRY LETTER:**

**REQUEST FOR INFORMATION OF AGENCY HOLDING RIGHTS TO A TV BROADCAST  
AND PERMISSION TO RETAIN PROGRAM IF IT IS NOT FOR SALE, RENT OR LEASE.**

**Network Address (ABC, NBC, CBS - not affiliate)**

**Date:** \_\_\_\_\_

**Permission Department**

I am requesting information on the availability and retention of the following program:

Title: \_\_\_\_\_ Air date: \_\_\_\_\_

Can a copy of this program be retained for classroom use? (Check one)  YES  NO

Is this program available for sale? (Check one)  YES  NO

If Yes, specify agency distributing this program: \_\_\_\_\_

Specify format: \_\_\_\_\_ Cost (if known): \_\_\_\_\_

Enclosed is a self-addressed, stamped envelope for your convenience in replying to this request. Should you be unable to authorize this request, or provide the above information, please forward this letter to the proper person/agency.

Sincerely,

Permission to retain off-air copy on a free basis: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions (if any): \_\_\_\_\_