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Sample Letter for Copyright Clearance

Date

Letterhead/return address

Name and address of copyright holder

Dear \_\_\_\_\_,

I am preparing a [presentation/lecture/short film/audio recording/slideshow etc] and would like to request permission to include some of your material (see below) in my course entitled \_\_\_\_\_ in the department of \_\_\_\_\_.

The material that I would like to include is:

(Supply author, title, name of journal/book, power-point presentation, date, publisher, chapters, sections, pages, website address)

Name & Surname \_\_\_\_\_

Position \_\_\_\_\_

Telephone Number \_\_\_\_\_ email \_\_\_\_\_

This request is for the 1st /2nd semester, academic year \_\_\_\_\_. The estimated number of students is \_\_\_\_\_.

The material will be used for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In accordance with the Malta Copyright Act (Chapter 415, Laws of Malta), I would be grateful if you could grant me permission to use the material described above for and the purposes which I have stated. Could you please confirm your consent in writing and include, where necessary, details of how you wish to be credited.

If you do not hold the copyright on any of the above mentioned material, I would appreciate any contact information you can give me regarding the copyright holder including the current email or postal address.

A note showing the **Permission Granted** is included at the end of this letter for your convenience. If you wish to use this, please sign it and return the letter to me.

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Permission Granted

Name (print) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_