**Sample Permission Request for Illustrations and Cover Art**

*Try to include a photocopy of the image you wish to reprint with your written request.*

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

I am writing to request permission to reproduce the following image from your [museum/collection/publication], and to request a photographic print/color transparency of it from which I can produce the image for my forthcoming book, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to be published by X University Press, a non-profit scholarly publisher.

Title of image:

Artist:

Year:

My book, which is tentatively scheduled for publication in \_\_\_\_\_\_\_\_\_\_\_\_\_ [approximate season and year], will be approximately \_\_\_\_\_\_ pages, and has a print run of \_\_\_\_\_\_\_ and price of $ \_\_\_\_\_\_\_. The image that I wish to reprint will [“appear within the book as a full page/half-page/quarter-page image” OR “be used for the cover and/or jacket design” OR “be used as both an internal illustration and for the cover and/or jacket design”]. It may also be required for advertising purposes.

Please note that this is a work of scholarship with a limited audience. To achieve broad dissemination of this work to scholars, we intend to use digital media in addition to print and languages beyond English. With that in mind, I request a non-exclusive license for the Press as follows:

1. **Territory**: Worldwide.
2. **Language(s)**: English, plus the right to license translations of the book with your material included.
3. **Media**: Print; ebook; media for people with reading-disabilities; and any other print or digital medium in which the Press may decide to issue or license others to issue the book with your material.
4. **Revisions**: The forthcoming editions and all revised editions of the book.
5. **Assignees**: Assignable, but only as part of assignment of the book as a whole.

I will acknowledge the source of your material in accordance with scholarly norms. If you require any particular form of acknowledgment, please let me know.

In setting a fee for the permission I request, please bear in mind the scholarly nature of this project and the fact that the Press is a not-for-profit publisher. I would be truly grateful if you would waive the fee altogether.

Thank you for your consideration of this request. A duplicate copy of this letter is enclosed for your convenience.

Sincerely,

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PERMISSION GRANTED as stated above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature                                               Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Printed Name

Fee: Waived [or] $\_\_\_\_\_\_\_\_\_\_\_\_\_

CREDIT LINE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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