**Sample Permission Request for Textual Material**

Dear ,

I am writing to request permission to reproduce, in a forthcoming scholarly publication, the following material that you have published:

Author(s)/Editor(s):

Book/Journal Title and edition no. if applicable:

Article Title:

Volume and issue no. if applicable:

Date of publication:

Price:

Pages as they appear in your publication:

Other identifying information, and/or remarks:

If you do not control the rights in this material, please let me know who does.

This material will be reproduced without alteration, unless otherwise indicated below, in the following work I am writing/editing, to be published by X University Press, described as the Press below:

Working title of book:

Anticipated date of publication:

Approximate number of words:

Remarks:

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,

--------------------------------------------------------------------------------------

PERMISSION GRANTED as stated above:

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

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

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

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

*This permission request is based on the template created by William Strong as a supplement to the Copyright Guidelines, © 2005 by The University of Chicago.*