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Dear [Name],

My name is [your name] and I am a [student/faculty member/staff member] in the [name of your department] at The Ohio State University. I am writing to request permission to reprint the following work:

[Include the full citation to the work that you are requesting to use; the author, title, publisher, date of publication, the specific pages you are requesting permission to use, etc. Include any specific identifying information such as “Table 1b on page 37” or “Figure A on page 14”, or other relevant identifying information as necessary.]

This request is for non-exclusive, irrevocable, and royalty-free permission to include the content mentioned above in a project that I am currently working on:

[Here, describe the project you are working on. Indicate the nature of how your project will be used, how it may or may not be accessible and if it is educational in nature. If applicable, include the name of the publisher and possible date of publication.]

My research indicates that you/your company currently hold the copyright to this work. If you are not the copyright holder of this material, I would appreciate any information you have in regards to contacting the current copyright holder. Otherwise, your signature granting permission confirms that you currently hold the right to grant the permission requested here.

Enclosed/attached please find a duplicate copy of this request for your records. If you approve of the terms described in this letter, please sign the bottom portion where indicated and return it in the enclosed return envelope or scan and email the document to [your email address.]

Thank you for considering this request. Please do not hesitate to contact me with any questions.

Sincerely,

[Your Signature]

Permission is hereby granted per the terms included in above letter:

Signature _____________________________  Printed Name & Title _____________________________

Company/Affiliation _____________________________  Date _____________________________