

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO**

**SAMPLE PERMISSIONS LETTER**

Permissions Department or Author  
XYZ Book Company  
etc.

Dear Sir/Madam:

I am requesting the permission to copy the following for use in my class:

Title:  
Copyright holder:  
Author(s):  
Material to be duplicated:  
Number of semesters:  
Number of copies:  
Distribution:  
Type of reprint:  
Use:  
Requestor:

I have enclosed a self-addressed stamped envelope for your convenience in replying to this request.

Sincerely,