

**SAMPLE LETTER:
REQUEST FOR PERMISSION TO COPY**

AUTHOR, PUBLISHER OR DISTRIBUTOR

Date: _____

Permission Department

I am requesting permission to copy and use:

Title: _____ Author/Editor: _____

Year published: _____ Number of copies: _____

Will copies be sold? (Check one) YES NO

Description of materials to be copied (Photocopy enclosed): _____

Intended use of materials: _____

Type of reproduction: _____

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request, please forward this letter to the proper person/agency.

Sincerely,

Permission granted: _____ Date: _____

Conditions (if any): _____

SAMPLE PRODUCER INQUIRY LETTER:

**REQUEST FOR INFORMATION OF AGENCY HOLDING RIGHTS TO A TV BROADCAST
AND PERMISSION TO RETAIN PROGRAM IF IT IS NOT FOR SALE, RENT OR LEASE.**

Network Address (ABC, NBC, CBS - not affiliate)

Date: _____

Permission Department

I am requesting information on the availability and retention of the following program:

Title: _____ Air date: _____

Can a copy of this program be retained for classroom use? (Check one) YES NO

Is this program available for sale? (Check one) YES NO

If Yes, specify agency distributing this program: _____

Specify format: _____ Cost (if known): _____

Enclosed is a self-addressed, stamped envelope for your convenience in replying to this request. Should you be unable to authorize this request, or provide the above information, please forward this letter to the proper person/agency.

Sincerely,

Permission to retain off-air copy on a free basis: _____ Date: _____

Conditions (if any): _____