

# Sample permission request letter

(SAMPLE) REQUEST FOR PERMISSION TO REPRINT

November 1, 2001

To: Permissions Department  
Lippincott Williams & Wilkins  
530 Walnut Street  
Philadelphia, PA 19106-3621

From: Jane Doe  
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Fax: 617-555-5555

Dear permissions editor,

I am writing to request permission to reprint material from the book *Langman's Medical Embryology*, by Thomas W. Sadler, Philadelphia: Lippincott Williams & Wilkins, ©2000. I wish to use 11 figures total. Photocopies of the figures, 20.10, 15.1, 15.2, 15.5, 15.6, 15.8, 15.12, 15.15, 15.22, 15.23, 15.28, are enclosed for your reference.

These figures will appear in unaltered form as part of an electronic syllabus for the course Medical Gross Anatomy offered January 15 - May 21, 2002. The materials will be posted on a secure, password protected server that is accessible exclusively to students and faculty within the medical, dental, and veterinary schools at Tufts. Materials will be posted for the duration of the Spring 2002 semester. All copyrighted materials will be deleted from the server upon termination of the course.

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Please respond in writing to indicate whether permission is granted and inform me of any fees or conditions that may be required. In addition to the terms of agreement, please also indicate how you wish to be credited.

Thank you for your time and consideration of this request. I look forward to hearing back from you at your earliest convenience.

Sincerely,

Jane Doe

Permissions Researcher

Tufts University