

Permission Letter

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Writing a permission letter

When you write a permission letter to a copyright owner you should describe the material you want to use, how you intend to use it, and ask for their permission to use the material. You can draft a letter including the elements listed below, or use the *sample permission letter* template overleaf.

- Copyright owner's details.
- Your name and contact details.
- Your research institute's name. e.g. Charles Darwin University
- How you are going to use the material i.e. for your thesis, journal article, book chapter, report.
- How the material will be made available e.g. freely available online via the institutional repository; via subscription to the Journal of XXXXX.
- Details of the material to be used and its source, stating amount, page numbers, and chapters. It may be helpful to include a copy of the material.
- Type of licence and duration of permission to use the material. i.e. permanent, irrevocable, non-exclusive licence for worldwide use.
- Any changes you plan to make to their material.
- Explain that their work will be fully and correctly referenced.
- Ask the copyright owner to confirm they own the material and indicate their agreement by return letter.
- Also ask the owner how they wish to be acknowledged.

Your permission letter and its reply do not have to be in hard copy. However, it is preferable that the reply to your request for permission is expressed in writing. Permissions can be received via email.

[Copyright owner's details]

[Date]

[Your details]

Dear *[Copyright owner's name]*,

My name is *[Your name]*. I am currently *[brief summary or outline of your research e.g. undertaking Masters / PhD / Professional Doctorate; Fellowship]* at the *[University or institution name]*.

Once completed, I plan to release the final copy of my research *[state in what medium your research will be expressed e.g. via the Charles Darwin University institutional digital repository; in my department's annual publication XXXXX; via publication in the Journal of XXXX etc.]*.

This publication will be available *[state how the material will be made available e.g. on the World Wide Web for public access; through my institute's intranet for staff and student access only; via paid subscription to the journal]*

I wish to include the following copyright material in the final release of my research:

[description of material copied, used, communicated e.g. diagram/illustration/photograph/(title or description of image, name of publication), etc.]

from the following works for which I believe you hold the copyright:

[description of the source of the material e.g. journal article (journal number, edition, volume, month, year); book (title, author, ISBN) etc.]

I am therefore requesting from you a permanent, irrevocable, non-exclusive, worldwide licence to include these materials in the final copy of my research which will be made available as outlined above. Your material will of course be fully and correctly referenced.

If you do not own the copyright in the material in question, I would be very grateful for any information you can provide as to who is the copyright owner.

I would greatly appreciate it you could confirm that you hold the copyright in the material stated above and consent to my request for its use. If you require any additional information, please do not hesitate to contact me. I can be reached at:

[Your contact information]

Yours sincerely,

[*Your name*]