

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Sample Request for Permission to Duplicate Print Material

Use College letterhead stationery.

Date

Permission Department
Parrot Press
123 Zebra
Ann Arbor, MI 12345

Dear Sir or Madam:

As a faculty member of Central Virginia Community College, a nonprofit higher education institution of the Commonwealth of Virginia, I would like permission to duplicate the following for use in next semester's class beginning *{INSERT DATE}* and ending *{INSERT DATE}*.

Title:	HANDBOOK FOR WRITERS
Edition:	3rd
Copyright:	Parrot Press, 2001
Author:	Glenn H. Leggett
Material to be duplicated:	Pages 26 - 30 (photocopies enclosed), all in Chapter 2
Number of copies:	26
Distribution:	English Composition I classroom; the material will be distributed free to students
Type of reprint:	Photocopy

The pages listed will be used as supplementary materials for the class.

A self-addressed envelope is enclosed for your convenience. Please reply by _____.

Please let me know what your fee will be for this permission.

Sincerely,

Alice Jones, Assistant Professor
Humanities Division