**FORM G2**

SAMPLE FORM

FORM G2 - COPYRIGHT PERMISSION

(on the school's letterhead)

Date

Permissions Department

Copyright Owner

Address

Dear Permissions Editor:

Our school is requesting permission to use the following material: [describe work including title, author, date of publication and pages you wish to use. Attach a copy of the material if possible.]

A copy is attached for your reference. Specifically, we would like to (describe how you want to use the material; e.g. reprint, photocopy, publish on-line, use in a multimedia work, etc.) We will be distributing or publishing the material (describe distribution method, the audience, length of finished publication, dates of distribution and whether any fee will be involved.)

If you are not the sole owner in the rights to this work, kindly provide information about other copyright owners including the addresses of persons from whom I should request permission.

If you wish the work to include a specific copyright notice, please include that notice below:

Sincerely,

Signature

Please sign the statement below and return in the stamped self-addressed envelope that is enclosed for your convenience.

\_\_\_\_\_\_\_\_\_\_ This request has been APPROVED, and my signature indicates that I have the authority to grant the permission requested.

\_\_\_\_\_\_\_\_\_\_ This approval is limited in the following respects: (Add any limiting language or requirements here.)

\_\_\_\_\_\_\_\_\_\_ This request has been DENIED.

Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_