

[University Letterhead]

[Date]

[Name and address of copyright holder indicated in copyright notice]

Dear: _____:

I am a [professor, instructor, etc.] of _____ at the University of Pittsburgh. For non-profit, educational purposes, I am preparing an [website, article, book, etc.] on the subject of _____. I expect the [article or book] to be approximately _____ pages long.

I would like to include the following material of yours in my [article or book]:

Title of Work: _____

Edition or Date: _____

Author: _____

Portion(s) of work to be used: _____

[Describe specifically by pages, sections, chapters, etc.]

Your contribution will have your copyright notice and you will receive credit in the following form: “[Duplicate precisely existing copyright notice on work to be used.] [Reprinted with permission of [name of copyright holder] from [title, edition, author, publisher and date of work used].” If you would like credit in some other form, please indicate the form of credit you would like in the space provided at the end of this letter.

While I believe my publication of this material as described above will be “fair use”, in the interest of greater certainty I would appreciate your consent. [use this paragraph only if you truly believe it is fair use; not for instance, for a whole work that you might want to use. Also, remember, if it is obviously fair use, you don't need to get permission]

Please indicate your consent by signing the enclosed copy of this letter and returning it to me in the enclosed envelope. Also, please use the appropriate spaces at the end of this letter to indicate the name and address of any other person whose consent might be required. Thanks for your assistance.

Very truly yours,

[name of professor]
[title]

Enclosure

Consent granted:

[Legal name of copyright holder]

By: _____
[Signature]

Name: _____
[Please Print]

Title: _____

Date: _____

Alternative form of credit requested: _____

Other persons to contact for consent:

Name(s): _____

Address(es): _____

Telephone No(s): _____