

## APPENDIX C: SAMPLE LETTER TO COPYRIGHT OWNER

Date  
Name  
Address

Dear Mr/Ms:

I am writing to request permission to reprint the following material from your publication:

Author/Title/Date of publication:  
Pages as they appear in your publication:  
Other identifying information and remarks:

This material is to appear as originally published (any changes or deletions are noted on the reverse side of this letter) in my thesis/dissertation which I am writing at American University and which will be made freely available via the World Wide Web in the American University Digital Repository and published by University Microfilms, Incorporated.

Author (Editor)/Title:  
Proposed date of publication:  
Remarks:

If you are the copyright holder, may I have your permission to reprint the above material in the thesis/dissertation **and American University be given permission to put a copy of the thesis/dissertation in its Digital Repository and UMI be given permission to sell copies of the thesis/dissertation containing the indicated material?** If you do not indicate otherwise, we will use the usual scholarly form of acknowledgment, including publisher, author, title, etc.

If you are not the copyright holder, or if additional permission is needed for world rights from another source, please so indicate.

Thank you for your consideration of this request. Please sign the form on this letter and return it to me at your earliest convenience. A duplicate copy of this letter and form is enclosed for your files.

Sincerely yours,

[signature]

[printed name]

The above request is hereby approved on the conditions specified below, and on the understanding that full credit will be given to the source.

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_