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:

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Other identifying information and remarks:

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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:_________________