

(SAMPLE)
REQUEST FOR PERMISSION TO COPY

June 22, 1987

Permission Department
ABC Publications
Evergreen Road
Seattle, WA 98105

Dear ABC:

My sixth grade class is preparing to take a fieldtrip to Northwest Trek. In preparation, students are planning to develop their own guidebook which we propose to reproduce in photocopy for each class member (approximately 30). They would very much like to include items from two of your publications. May we please have permission to make not more than 30 copies of each of the following:

From "Animals of North America", by Gretchen Friend

1. Pages 31-38
2. Pages 86-91

From "Sasquatch: Man or Beast", by Ollie Smith

1. Page 16
2. Pages 20-27

We are enclosing a copy of this request for your files and a self-addressed stamped envelope for the return of this request.

Cordially yours,

Jane Jones
Old Town School.
Cascade, Washington 98200

Permission granted by:

Typed Name

Signature

Title

Date

Conditions (if any): _____
