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[Date]

[Address]

[Salutation]

Re: Request for Copyright Permission for Educational Use

I am contacting you as a representative of the [Department/College] at the University of Saskatchewan, to request permission for

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OR “the non-exclusive right to provide copies of the following material to students enrolled in [name of program and/or course] in [year OR term(s), e.g., the 2018-19 academic year, Winter 2019 term]:”

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A statement acknowledging your copyright ownership and grant of permission will appear with the selected material. If you prefer that statement appear in a specific manner/format, please let me know.

If you are not the copyright owner or this work, or cannot act with the authority of the owner to grant copyright permission in the manner requested, please let me know.

Thank you for your time and consideration. If you have any questions, or require additional information, please contact me at [insert contact information].

Sincerely,

[Name]
[Title]