

[Month] [Day], [Year]

[OwnerCompanyName]

[ContactPersonFirstName] [ContactPersonMiddleName] [ContactPersonLastName] [ContactPersonSuffix]

[ContactStreetAddress] [ContactSuiteNumber]

[ContactCity], [ContactState] [ContactZip]

[ContactPersonFirstName] [ContactPersonMiddleName] [ContactPersonLastName] [ContactPersonSuffix], :

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

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Portion Requested: [RequestedWorkPortion]

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Use: [DescriptionOfUse]

Desired Distribution: [DesiredDistribution]

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Sincerely yours,

[SenderFirstName] [SenderMiddleName] [SenderLastName] [SenderSuffix]

[SenderTitle]

[SenderCompanyName]

[SenderStreetAddress] [SenderSuiteNumber]

[SenderCity], [SenderState] [SenderZip]

[SenderPhone]

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Date: _____

Name: _____ Signature: _____