# **Sample Email Requesting Permission (if verbal permission provided)**

**Example wording to be sent as an email:**

Dear [name of copyright owner],

Thank you for speaking with me and agreeing to provide a gratis permission for [insert [school/TAFE/educational body] to use, reproduce, [publicly perform – if a musical work or sound recording] and communicate [name or description of work(s)] (‘**Works(s)’**) for [insert intended use] (‘**Purpose’**).

So that we have it in writing, will you please confirm via reply email that you own all of the intellectual property rights in the Work(s) and that you grant [insert school/TAFE/educational body] the right to use, reproduce, [publicly perform – if a musical work or sound recording] and communicate the Work(s) for the Purpose? And if so, please tell us how you would like to be attributed as author of the Work(s)?

Should you have any questions, please do not hesitate to contact me on [contact details].

Thank you again for your assistance.

Kind Regards,

[Name

Title]