# **Sample Email requesting permission (if no prior contact)**

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

Dear [name of copyright owner],

I am writing on behalf of the [school/TAFE/educational body] to request a gratis permission to use, reproduce [publicly perform – if a musical work or sound recording] and communicate [name or description of work(s)] (‘**Work(s)**’) for [insert intended use] ('**Purpose'**).

Will you please confirm via reply email that you own all of the intellectual property rights in the Work(s) and that you grant [school/TAFE/educational body] a gratis permission 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)?

If you are not the rights holder of the Work(s), we would appreciate it if you would provide us with any contact information you have about the rights holder.

If you require any additional information regarding this request, please contact [name and unit] on [insert phone number] or [insert email address]*.* If you require further information regarding copyright, please contact the National Copyright Unit on 02 7814 3855 or [smartcopying@det.nsw.edu.au](mailto:smartcopying@det.nsw.edu.au).

Kind Regards,

[Name

Title]