**Sample Letter to Request Permission**

[NAME

TITLE

ORGANISATION

ADDRESS]

[DATE]

Dear [TITLE AND SURNAME]

**[NAME OR DESCRIPTION OF WORK]**

I am writing on behalf of the [EDUCATIONAL BODY] to request a gratis permission to use, reproduce, [perform – if a musical work or sound recording] and communicate the work, [NAME OR DESCRIPTION OF WORK] (“the “Work”) for inclusion in the following publication:

[INSERT INTENDED USES, INCLUDING WHETHER THE WORK WILL BE PASSWORD PROTECTED] ("**Publication**")

If you agree to grant the requested gratis permission, please complete and sign the attached form and return a copy to [NAME AND UNIT] at the following email address [INSERT EMAIL ADDRESS].

If you are not the rights holder of the Work, 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: 02 7814 3855 or [smartcopying@det.nsw.edu.au](mailto:smartcopying@det.nsw.edu.au).

Yours Sincerely,

[NAME

TITLE]

**Permission to Use Work**

|  |  |
| --- | --- |
| **Work** | [INSERT NAME OR DESCRIPTION OF WORK] |
| **Year the Work was created** | [INSERT YEAR] |
| **Name** | [INSERT NAME] |
| **Company / Organisation** | [INSERT COMPANY OR ORGANISATION NAME, IF APPLICABLE] |
| **Address** | [INSERT ADDRESS, IF KNOWN] |
| **Telephone Number/s** | [INSERT TELEPHONE NUMBERS, IF KNOWN] |
| **Email address** | [INSERT EMAIL ADDRESS, IF KNOWN] |

Please indicate the gratis permission granted by ticking the appropriate box.

I confirm that I own all intellectual property rights in the Work, and I grant the following rights to [EDUCATIONAL BODY] for the full term of the Work’s copyright:

|  |  |
| --- | --- |
|  | I authorise the [EDUCATIONAL BODY] to use, reproduce, [perform – if a musical work or sound recording] and communicate the Work for the purposes of [EDUCATIONAL BODY]. |
|  | I authorise the [EDUCATIONAL BODY] to use, reproduce, [perform – if a musical work or sound recording] and communicate the Work for the following purposes only: [INSERT PURPOSES] |

Please credit me as follows:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
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|  | I do not authorise the [EDUCATIONAL BODY] to use, reproduce, [perform – if a musical work or sound recording] or communicate the Work. |
|  | I do not own the intellectual property rights in the Work. The contact details of the rights holder are as follows: |

Information contained on this form has been collected in order to administer educational programs for students in the [EDUCATIONAL BODY’S] schools. Any personal information will be stored, used and disclosed in accordance with the requirements of the *Privacy Act* 1988 (Cth).

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |