**Simple email requesting permission: for Departments or Administering bodies wanting to share materials on their public facing website**

*‘Dear [insert copyright owner],*

*I am writing from the [insert Department or Administering Body]. We are working on educational materials for teachers and students who are currently learning from home [due to COVID-19].*

*We request a gratis permission to reproduce your copyright material, the worksheet ‘[insert name of material(s), eg the name of the worksheet, article, video, etc]’ (‘****the Work’****), and put this up on the [insert Department or Administering Body] public facing website. The gratis permission is required to cover all subsequent uses by teachers and students for educational purposes.*

*We will provide full acknowledgement to [insert copyright owner] as follows (unless you advise us that you would like to be attributed differently):*

*Reproduced and made available for copying and communication by [insert name of Department/Administering Body] and their schools for non-commercial educational purposes with the permission of [name of copyright owner].*

*Please let us know if you have any queries about our work.*

*We look forward to hearing from you.*

*Thank you,*

*[insert name]’.*