

Sample copyright permissions request letter

[Date]

Permissions Department

[Publisher name]

[Publisher address]

To Whom It May Concern:

I am writing to you [from the / as a member] of the National Child Traumatic Stress Network. Comprising more than forty-five centers throughout the United States, the National Child Traumatic Stress Network works to raise the standard of care and improve access to services for traumatized children, their families, and communities nationwide. The Network is a not-for-profit organization established with bipartisan federal support in 2001.

I respectfully request permission to [reprint / post] the following material from [publisher name]:

Author [and editor]

Title [of chapter and book / article and journal / table and source / chart and source]

Date [of publication of book / of journal, including volume and issue number]

Page numbers [of chapter / of journal article / of table / of chart]

Should permission be granted, this material will be [reprinted in Author, Title, Date / posted on the public / private side of the Network's website: www.NCTSN.org].

For republication: [We anticipate a print run of # copies. The publication will be distributed [at a cost of / free of charge.]]

For posting on the public website: [The NCTSN website, www.NCTSN.org, is an authoritative source for information on child trauma that is used by clinicians, policy makers, families, and the general public.]

For posting on the private website: [The private side of the NCTSN website is accessible only to members of the National Child Traumatic Stress Network and their partner agencies.]

Given the non-profit nature of the Network, and its mission to help traumatized children and their families, I would appreciate a waiver or reduction of your customary fees. Please contact me at [e mail address, telephone number] if there is any further information you require to expedite this process.

Sincerely,

[site]

A partner in the National Child Traumatic Stress Network