

Example of a request to republish

September 21, 2007

Permissions Department
XYZ Inc
8 Mechanic Street
Hometown, USA

To Whom It May Concern:

I am writing to you as a member of the National Child Traumatic Stress Network. Comprising nearly fifty 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 nonprofit organization established with bipartisan federal support in 2001.

I respectfully request permission to reprint the following material from XYZ Inc:

Jane Smith
"Attachment issues in the classroom," in *Journal of Education and Psychology*
volume 14 (4), 2005
pages 8-17

Should permission be granted, this material will be reprinted as an NCTSN white paper on trauma for guidance counselors, tentatively entitled, *In-school Counseling for Traumatic Stress*. We anticipate a print run of 600 copies. The publication will be distributed free of charge.

Given the nonprofit 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 [pwalsh@category2.org, 606-456-9876 if there is any further information you require to expedite this process.

Sincerely,

A partner in The National Child Traumatic Stress Network