Sample Permission Letter to Reprint an Illustration or Photograph

Date

First Name Last Name

Company

Street Address

Dear **[First Name Last Name]**,

This letter requests permission to reprint the attached illustration/photograph of **[describe and include a copy]**, which appears on **[p. xxx]** of **[*Title of Publication*]**. This material is to be used in this and future revisions and editions of **[*Title of APH Press Publication in which material is to be used*]**, to be published by APH Press of the American Printing House for the Blind, including nonexclusive world rights in all languages and sublicensing, without charge, of publication or transcription in braille, large-type editions, or recordings for the blind; in any electronic format, including online or distributed e-books; and in other special editions for use by persons with disabilities by approved nonprofit organizations.

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I am also requesting a high-quality digital version of the illustration/photograph, if that is possible.

To assist in the publication process, I would greatly appreciate a response to this request by **[date]**. To indicate your approval, please sign in the space provided below. If you have any questions, you may reach me at **[phone number]** or by e-mail at **[e-mail address].**

Thank you for your kind consideration.

Sincerely,

**[Name]**

**[Title]**

Permission is granted for use of the material specified above and permission fee is waived, provided appropriate credit is included.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_