

Example Letter to Request Permission to Reproduce Text or Illustrations

[Your Name]
[Street Address]
[City, ST ZIP Code]
[date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I request your permission to reprint the following illustration[s] or Text, with nonexclusive world distribution rights including all formats and all promotional material:

Illustration[s]/Text: [List here]

I would like to reprint this work in a limited scholarly edition of the Advisory Council on Underwater Archaeology (ACUA) *Underwater Archaeology Proceedings*, from the Conference on Historical and Underwater Archaeology held January, 2007. The primary audience for this publication will be academic and research libraries. The book will be published by the ACUA and is tentatively scheduled for completion in mid-2007. The ACUA will publish this work as a "print on demand" publication; therefore this work will have limited distribution. The price will depend on the cost of production.

If you would be willing to waive the permission fee for my use of this material, because of the nature of the book and the nonprofit status of the ACUA (www.acuaonline.org), I would be most grateful. Fees associated with use of these requested images will likely result in removing them from the publication.

Thank you for your assistance.

Sincerely,

[Your Name]

Conditions of permission, if any:
