

SAMPLE LETTER REQUESTING COPYRIGHT PERMISSION

Date:

[Name]

[Company]

[Address]

[C, S, Z]

Re: Copyright permission

Dear [Salutation]:

Our Association is presenting a program entitled - Insert name of program here - on - Insert date of program here -. WBASNY is an accredited provider of continuing legal education credits and will be offering this program for - Insert number of credits here - credits.

One of our speakers, Ms. - Insert name of speaker here -, would like to use the enclosed article/commentaries/whatever published by - Insert name of publisher here - as part of her handout materials. We anticipate approximately - Insert number of attendees here - attendees. You can call Ms. - Insert name of speaker here - at - Insert telephone number of speaker here - should you need to reach her directly or you may call me at the number below.

Either fax or mail your response to me at :

Thank you in advance for your cooperation in this matter. Please do not hesitate to call me should you have any questions.

Sincerely yours,