

Copyright Permission Request Letter Template

Alexei Garcia
1398 So. Blair St.
Salt Lake City, Utah, 84115

3/11/2015

Technology Student Association
Mike Smoot
PO Box 547
Draper, UT 84020-0547

Dear Mr. Mike Smoot:

I request permission to use the following material: TSA logo

Nature of material: Graphic Designs

☐ A photocopy of the material is enclosed.

I WISH TO USE THIS MATERIAL IN THE FOLLOWING MANNER:

Name of course or project: 2015 TSA High School Webmaster Competition

Total number of students: 3 students

Type of duplication:

- | | | |
|--|--|--|
| <input type="checkbox"/> Photocopy | <input type="checkbox"/> Quote from | <input type="checkbox"/> Reprint |
| <input checked="" type="checkbox"/> Digital copy | <input type="checkbox"/> Incorporated into | <input type="checkbox"/> Other: [Describe] |

Type of distribution:

- | | | |
|---|---|--|
| <input type="checkbox"/> Class handout | <input type="checkbox"/> Email | <input type="checkbox"/> Journal article |
| <input type="checkbox"/> Coursepack | <input type="checkbox"/> Pamphlet | <input type="checkbox"/> Magazine article |
| <input type="checkbox"/> Course mgmt system
(password protected) | <input checked="" type="checkbox"/> Internet | <input type="checkbox"/> Dissertation |
| <input type="checkbox"/> Class presentation | <input type="checkbox"/> Intranet (password
protected) | <input type="checkbox"/> Textbook |
| <input type="checkbox"/> Public presentation | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Presentation handout | <input type="checkbox"/> Newspaper article | <input type="checkbox"/> Other: [Describe] |

Details of use: We would use the images and graphics in the Webmaster competition that showcases our local TSA chapter. For Webmaster we are creating a website for our chapter and it's just necessary that the TSA logo be in a TSA website. The images would be used through a variety of directories and pages such as "News", "Leadership", "Home Page", and more.

Dates/Duration of use: March 3 – July 1, 2015

If used for a class, will material be returned to the instructor? ☒ Yes ☐ No

Will the material be sold? ☐ Yes ☒ No

Unless you specify otherwise, the material will be accompanied on publication by the following credit line and copyright notice: [specify credit line and copyright notice, (e.g. Reprinted with permission of John Doe Publishing, copyright 2000)]

If you do not control the world rights to the requested material, please specify here any additional source from whom permission must be obtained: _____.

Thank you for your prompt consideration of this request. For your convenience, a release form is provided below.

Sincerely,

Alexei Garcia
385-229-9525
Alexeig9@gmail.com
Skyline High School

RELEASE FORM

[Citation for requested material]

☐ Permission is granted for the use requested above.

☐ Permission is not granted for the use requested above, for the following reason(s):

Signature

Date