# Permissions Request Example

[Author Name]

[Author Address]

[Date]

[Copyright holder's name]

[Copyright holder's address]

Dear Copyright Holder:

I am preparing a manuscript tentatively titled

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to be published by Cornell University Press.

I am writing to request permission to include the following works in my book:

**(List full citations for any works being requested. For text, be sure to include word count totals for each passage. For images, be sure to include a request for a high-resolution copy of the image if you do not already have one. Images must be at least 300dpi at the size the image will appear.)**

I request nonexclusive world rights to reproduce the above in all languages and for all editions and formats.

These rights will in no way restrict republication of your materials in any form by you or by others authorized by you. **Should you not control these rights in their entirety, I would sincerely appreciate your sharing additional details and relevant contact information for other rights holders.**

Thank you in advance for your time and assistance with this request. If the work should be acknowledged in a specific way, please include the required language with your authorization and reply.

Sincerely,