|  |
| --- |
| Document reference |
| **SENDER'S DEPARTMENT NAME** |
| Sender's name |
| Sender's position |
| PHONE +61 7 Sender's phone |
| EMAIL Sender's email |

4 October 2022

Recipient's name

Address 1

Address 2

City State Postcode

Dear Recipient

**Re: Request for Copyright Clearance for reproduction of material for publication**

My name is *[insert name]*. I am creating an open textbook titled *[insert title]* at the University of Southern Queensland.

My work will be available for anyone to access via *[insert platform e.g. our open publishing platform Pressbooks (https://usq.pressbooks.pub/).*

*[Specify how the work will be made available e.g. no commercial gain will be made on this material. If you are licensing your work under Creative Commons specify which licence you are using e.g. I will also be releasing my work under a Creative Commons Attribution 4.0 International (CC By 4.0) Licence (*[*http://creativecommons.org/licenses/by/4.0/)*](http://creativecommons.org/licenses/by/4.0/))*].*

I am seeking your permission to use and make public the following work/s as described above:

|  |  |
| --- | --- |
| Author: |  |
| Title: |  |
| Publication date: |  |
| URL (if applicable) |  |

Your work/s will be fully and correctly referenced, with acknowledgment of author, date of publication, title, publisher and URL, if applicable. If you wish to be attributed in a specific manner, please let me know.

I would greatly appreciate it if you could sign the release form below or consent to my request by email.

Yours sincerely

*[Insert name]*

|  |  |
| --- | --- |
| Permission is hereby granted to reproduce the material as requested in your letter dated *[insert date].* | |
|  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |