**Publisher/copyright Holder Permission Template - replace text in brackets**

***[Day Month Year***

***Firstname Lastname, editor or rights holder***

***Publication***

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***Email/snailmail address]***

Dear [***Title Lastname****],*

My name is [***Firstname Lastname***] and I am writing to you from the University of Waterloo **[Organizational Unit]**, located at 200 University West, Ontario, Canada, N2L 3G1.

I would like permission to include the material listed below [**see “TITLE or DESCRIPTION of MATERIAL”**] in [***Name of Project***].

[**Name of Project]** is a credit/non-credit course/other **[if “other”, identify the type of project]** offered by University of Waterloo/other [**if “other”, indicate name of organization**].

As part of [**Name of Project**], the source for this material is clearly credited. Material is impartial in nature and is used, copied, and stored for educational purposes only. [**Name of Project is [Insert which of the following is correct; if** ]

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[***Description of how you wish to use the material*** ]

Example:

*[****Name of Project****] is scheduled to start in the [****first term of offer, e.g., Spring of 2021]*** *with* ***[anticipated enrollment, e.g, between 70 and 100 students****] in the first offer. We are seeking permission to use this material for the life of the project (e.g., if a course, this and subsequent offers).*

*We are also seeking permission to create an alternate format (e.g., transcript) of the video and include it in the project materials for accessibility purposes.*

*For the existing transcript on YouTube, we are also seeking permission to fix any errors, add punctuation, and include it with the course materials, as well.)*

To indicate your agreement with the permission requested in this letter and the credit line detailed below, please sign and return this letter to me.

In signing, you are representing that you are the sole owner of the rights in the material granted by you in this letter, that you have the authority to grant permission, and that the University of Waterloo’s intended use of the material will not infringe the rights of others.

If you do not control the copyright on all the below mentioned material, I would appreciate any contact information you can give me regarding the proper rights holder(s), including current address(es). Otherwise, your permission confirms that you hold the right to grant the permission requested here.

I would greatly appreciate your consent to my request. If you require any additional information, please contact me.

Sincerely,

[***FirstName Last Name***]

[***Title***]

[***Department***]

[***Institution***]

[***Phone Number or email***]

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