

Web2Rights

Template Permission Email

[Please customise the highlighted sections]

Dear Sir/Madam [or insert name of rights holder if you have this information available]

Request for Copyright Permission

[Provide description of your project, url (where appropriate) and name of lead institution]

[Provide details of how the content/technology/software/ databases etc will be made available to users e.g. over a secure web environment/pda etc]

We understand that you are the rights holder for [provide details of the material that you wish to reproduce, provenance and any other identifying information].

We wish to copy and use [reference the material here] and to provide free and open access to it to HE/FE Institutions for the sole purpose of educational and research purposes under the terms of [insert information about the terms under which users will be able to access the material, e.g. if you are using a Creative Commons Licence or another open content and/or open source licence to provide access, reference it here].

We would therefore be most grateful for your permission to make use of [reference material here] for the educational purposes described above and for permission for use by HEFCE for the same purposes. Could you please confirm your consent to this proposed use of your copyright works by return of email, including details of how you wish to be credited.

We look forward to hearing from you in due course.

With kind regards

[insert your name, job title/project role, the name of your institution and/or name of your project and contact details]