

MESA PUBLIC SCHOOLS

REQUEST FOR PERMISSION TO REPRINT COPYRIGHTED MATERIAL

Permissions Department _____ Date _____

Publisher's Name _____

Address _____

I represent Mesa Public Schools, Mesa Arizona. I am presently creating educational materials and would like to include a portion of the following material in which you hold a copyright:

Author: _____

Title: _____

Publisher and Date of Publication: _____

Copyright Date: _____ ISBN: _____

Page Numbers of Material to be Used: _____

Copy of Pages Enclosed: _____ Yes _____ No

My work, which is presently entitled _____, will be used for education purposes in Mesa Public Schools. My work will be published on a not-for-profit basis, with charges, if any, limited to the cost of printing.

Mesa Public School would very much appreciate your approval of our request. For your convenience I have enclosed two copies of an authorization form, one to be returned to me and the other to be retained by you.

If you require further information, please call me at _____.

Sincerely,

Name: _____

Address: _____

Enclosures