[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear ______:

I am completing a MA Thesis at California State University, Chico, entitled "__________.”

I would like your permission to reprint in my thesis excerpts from the following:

[Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

Your signature per the copyright release will grant me permission to reprint the borrowed materials and acknowledges that that the material will be made accessible on the World Wide Web via Chico’s Digital Repository on CSU, Chico’s website.

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If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope.

Thank you very much.

Sincerely,

[Your name and signature]

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[Type name of addressee below signature line]

Date: _____________________