

**Exhibit A – Sample Permission Request
(modify as needed)**

Date: (insert date)

To: (insert name of person or entity from which you are seeking permission)

From: (insert professor's name)
University of Denver Sturm College of Law
2255 East Evans Avenue, (insert room number)
Denver, CO 80208-0640

RE: Request for copyright permission to (insert type of permission you are seeking (e.g. reprint/adapt material))

We are writing to request permission to (insert language used above in RE line) an edited version of the following publication:

Author(s): _____

Title: _____

Citation and pages: _____

Date Published: _____

The excerpt or excerpts of the above-referenced piece will appear in the following tentatively titled work that (insert name of publisher) is now preparing for publication:

Author(s): (insert author/professor name)

Title: (insert title of work material will be included in)

This book is (insert brief description about the book and how it will be utilized (e.g. about environmental law and will predominantly be used in law school classrooms)). The proposed date of publication is (insert proposed publication date).

We request nonexclusive world rights, both print and electronic, in all languages and for all of these editions and any subsequent editions of this publication. (modify language to meet your specific requirements)

If you are the copyright holder, please sign and date the form and return it to the address listed above to grant copyright permission for the use stated. If you do not indicate otherwise, we will use the usual scholarly form of acknowledgment in the work, including publisher, author, title, and date. If you are not the copyright holder, or if additional permission is needed for rights from another source, please also provide that information on the enclosed form below.

If you would like more information about this project, or have any concerns or questions about the excerpt(s) from your work, please do not hesitate to contact (include appropriate contact

information). I really think your piece will make a valuable contribution to this book and hope you will allow me to use it. Thanks in advance for your prompt reply.

Sincerely,

(insert signature line information)

The above request is hereby approved on the understanding that full credit will be given to the source.

Permission granted by: _____
Signature Date

Please print out name and title

_____ I am the only copyright holder of this work.

_____ There is an additional copyright holder for this work, identified below:

Name: _____
Address: _____
E-mail: _____
Phone: _____

_____ I am not the copyright holder for this work. The copyright holder is:

Name: _____
Address: _____
E-mail: _____
Phone: _____