

[ADD ADDRESS]

Date

Dear [insert Name of Owner or Authorising Person],

The School of [insert Name] at CQUniversity is currently preparing resources for [insert Unit Name and Code].

We are seeking permission to utilise copyright material from the following source:

- [Insert title of source material for which permission is sought].

The resources will be offered [detail Format e.g. in hard copy, online].

The material will be electronically stored on a secure password protected University server and only available for CQUniversity students and staff for a period of [insert period, eg. 12 Months from date of request].

If you wish to discuss the matter further, please contact [insert contact Person's Name] at email [insert Address] or telephone [insert Number].

Otherwise, could you please complete the Authorisation of Reuse included at the end of this letter.

Should you grant authorization, the material will be utilized as originally presented, with no intention of adapting or modifying the work in any manner.

Specific instructions regarding the attribution statement, and any additional terms and conditions you require to be met can also be noted on the attached form.

Thank you for your consideration of this request, or for passing it onto the appropriate authority should this be required.

Sincerely,

Name

[Title and Address/Contact Details supplied]

Authorisation of Reuse

Permission GRANTED:

I, as Copyright Owner (or the person with authority to sign on behalf of the Copyright Owner), **grant permission** for the University to copy/communicate the material as requested for the stated purpose and period of time, with no further action required.

Signed: Date:

Permission GRANTED (Subject to Terms and Conditions):

I, as Copyright Owner (or the person with authority to sign on behalf of the Copyright Owner), **grant permission** for the University to copy/communicate the material as requested, **subject to** the following terms and conditions:

Terms and Conditions:

Signed: Date:

Attribution Statement:

Please note or attach any specific instructions you would like included in the University's acknowledgement of Copyright Ownership:

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Permission DENIED:

I, as Copyright Owner (or the person with authority to sign on behalf of the Copyright Owner), **deny permission** to copy/communicate the material as requested and according to the details of Permission Requested.

Signed: Date:

Reasons for Denial (optional):

