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Permissions Department

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To whom it may concern:

I am writing to request permission to use the following as electronic course reserve material:

Author(s)/Editor(s) of Article/Chapter: ________________________________________________

Title of Article/Chapter: ___________________________________________________________

Title of Source Journal/Book: ______________________________________________________

For Source Journal: Volume: ________ Issue Number: __________ Issue Date: __________

Four Source Book: Author(s)/Editor(s): _________________________________________

Publisher: ________________________________________________

Copyright Date: _____________ Edition: ________________________

Pages: ___________ through _______________

This material will be used for the following course:

Course Number: ____________ Course Title: _________________________________________

Semester(s): _____________________ Estimated Number of Students per Semester: __________

Instructor’s Name: ________________________________________________________________

I would appreciate hearing from you regarding this request at your earliest convenience.

Sincerely,

____________________________
____________________________
____________________________ Department, Menlo College