**[Front of letter.]**

[DATE]

[Addressee]
[city]
[state, zip]

Dear [*Contact Person*]:

I am writing to request permission to reproduce the excerpt/selection identified below (“work”) for an online course that will be offered at [name of college/university] in Minnesota.

*[List details of copyrighted work such as book title, page numbers, ISBN #, etc.].*

The online course I am developing is [*insert short summary describing the online course, number of projected students, time frame course will be offered, etc. Include the reason why you selected the copyrighted work for inclusion in the online course.*]

The following Copyright Notice will be included on the D2L website where the online course is accessed:

*"The digital reproductions in this online course are provided to [name of university] students and faculty who visit this site for educational purposes only. Further distribution or any commercial use of the works from this online course is strictly forbidden without the permission of [name of the copyright holder]."*

Full acknowledgement will be provided to the rights holder for a given work used in the online course. If you are not the copyright holder or do not have authority to grant this request, I would greatly appreciate any information you can provide concerning the current copyright holder.

Please review the reverse side of this letter, sign it, and return it to me using the enclosed self-addressed stamped envelope. A copy of this letter is also enclosed for your files. If you have any questions or concerns, please contact me at your earliest convenience.

Sincerely,

[*requester’s contact information*]

**[Back of letter]**

**I am the rights holder.

 I am NOT the rights holder. I believe the rights holder may be:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permission to use the copyrighted work(s) identified on the front page of this letter allows for the digital reproduction of the work(s) for use in a D2L online course offered at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that will be password restricted to university students, staff, and faculty members associated with course # \_\_\_\_\_\_\_\_\_. The permission will last three years from the date of this letter.

*"I confirm that I am the rights-holder for this work, or have authority to grant permission to use the work, and that I grant permission to [name of faculty member] for the use of the work(s) under the terms indicated in this letter for educational purposes."*

Copyright Holder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature Date