

[This is a generic sample letter; all parts may not apply precisely to the item for which you are requesting permission. Please modify as necessary and submit on your organization's official letterhead. You will receive a response within 6 weeks; information about applicable costs (if any) will be included.]

[Date]

Copyright Officer  
The MCH Group at Georgetown University  
2115 Wisconsin Avenue NW, Suite 601  
Washington, DC 20057  
Mailing Address: Box 571272  
Washington, DC 20057-1272

Attention Copyright Officer:

I am requesting permission to [reprint/reproduce/adapt/translate] [item you wish to use] from [page number(s) (if applicable)] of [title (if applicable)] by [author/editor]. I would like to include it in [name of publication], which will be published [approximate publication date] by [your organization's name], [description of your organization.]\*

[Your organization's name] will include a credit line specified by NCEMCH. [Your organization's name] will state in [publication title] that readers are to receive permission for duplication of any cited materials from NCEMCH (the publisher).

The approximate print run will be [projected number of copies to be printed], and the publication will be [distributed free of charge/sold for an approximate cost of \_\_\_\_\_] by [distribution company/organization] to [general audience] for [intended purpose]. I am enclosing copies of the original [item] and of the version in our manuscript. If you could respond by [date], that would help us stay on schedule. If you have any questions, please contact me at [contact number].

Thank you.

Sincerely,

[Your Name]

Please sign or stamp here to indicate approval/permission to use material(s) mentioned above:

\_\_\_\_\_.

*\* Be sure to mention if your organization is a nonprofit, since publishers often waive or reduce permission fees for materials used for nonprofit purposes. Also be sure to mention any plans to put the publication on the Web or on CD-ROM, because this kind of use (i.e., electronic or multimedia use) requires an additional or separate granting of permission.*