SAMPLE PERMISSION LETTER FOR MASTER’S THESIS

[letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _______: 

[Optional beginning sentence: This letter will confirm our recent telephone conversation/e-mail exchange.] I am completing a master's thesis at the University of Pittsburgh entitled "____________." I would like your permission to reprint in my thesis excerpts from the following:

[Insert full citation and description of the original work.]

The excerpts to be reproduced are: [insert detailed explanation or attach copy].

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If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Your name and signature]

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________________________________________

[Type name of addressee below signature line]

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