

Attachment 2: Text Permission

You should adapt this letter as necessary and send it out on your own letterhead.

CONTACT NAME
ADDRESS

Dear CONTACT NAME:

I recently completed a scholarly book tentatively titled WORKING TITLE which I expect to be published by the University of Texas Press in PUBLICATION YEAR. I would like to include the following material that you have published:

AUTHOR / TITLE / DATE OF PUBLICATION

IDENTIFY MATERIAL HERE (page numbers, approx. number of words, opening to closing words, etc)

I request nonexclusive world rights to use this material in the original and all subsequent editions and printings of my book, in print and digital formats, and in all foreign language translations published by the University of Texas Press or its licensees. Because the University of Texas Press is a scholarly publisher and a nonprofit organization and the print run will be small, I would be truly grateful if you would waive the fee altogether.

If you are the copyright holder, may I have your permission to reprint the above material in my book? If you are not the copyright holder, or if additional permission is needed for world rights, please so indicate. Unless you request otherwise, I will use the conventional scholarly form of acknowledgment, including author, title, publisher's name, and date.

Please indicate your agreement by signing and returning the enclosed copy of this letter to me. A duplicate of this letter is enclosed for your convenience. I greatly appreciate your consent to this request.

Sincerely yours,

YOUR NAME

I/we grant permission for the use requested above.

Grantor: _____

By: _____

Date: _____

Fee: Waived (or) \$ _____

Remarks: