**[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.*]

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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:

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*"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

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Signature Date