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<Date>

Dear <Salutation>:

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I am requesting permission to include the following excerpt(s) from your <publication(s)/website/film/etc.> in my online educational resource:

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[Example: Title, Author(s), Editor(s), ISBN/ISSN, Publication Date, Page range(s),

URL, Selection(s), Excerpt Title, etc.]

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I would greatly appreciate your permission to use these materials for the purposes outlined. If you have any questions or if you require any additional information about me or this project, please contact me at <phone number and/or email address>. Thanks.

Sincerely,

[Firstname] [Lastname]

[Title]

**AUTHORIZATION**

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