Sample permission letter for state training providers

Attention: Permissions Manager

Company name ___________________________
Address ___________________________

Dear Sir or Madam

The [insert institute name] in Western Australia wishes to develop a [insert type of resource] for vocational and educational studies in the area of [insert course and competency]. These resources will be published in [insert format] format and distributed at cost recovery to the vocational education and training sector in Western Australia, primarily to assist in the conduct of training programs. [As relevant – add any other markets and the basis upon which the resource will be provided to them.]

We seek permission to use as part of this development [a number of extract(s), images etc] for which we believe you own copyright. The items we are interested in are:

[identify material fully by citing title, author, publisher, date of publication, chapter, page etc or website URL, organisation, feature etc – attach photocopy if appropriate.]

The resources developed will be copyrighted to [insert institute name]. The rights sought would in no way restrict republication of your work by you or by others authorised by you. If you are willing to grant this permission, we would be pleased to include a suitable acknowledgement.

It would assist us greatly if you would complete the information below, sign and fax (or scan and email) to the person named below as soon as possible.

If you do not own rights to this material, please let us know to whom we should write for permission.

Name [of person requesting permission], [insert institute name]
Address
Telephone
Fax
Email

I/we grant permission to [insert institute name] to use the materials requested for the use outlined above and grant to [insert institute name] an irrevocable, royalty-free, world-wide, transferable, non-exclusive licence for the use of these materials:

............................................................ Date: .............................................
[signature]

Name/title ...........................................................................................................................................
Company ............................................................................................................................................
Preferred acknowledgment ...........................................................................................................

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