

[Date]

[Faculty Member's Name]
[Department Name]
Augusta State University
Augusta, Ga. 30904-2200

Dear :

I would like your permission to use [bibliographic citation] for my class, [class number and title] for [fill in the time period it will be used: examples: Fall semester, each Fall Semester for 5 years, all semesters this year, June 11-30, 2005, permanently, etc.]. The class is composed of [number] students. The material will be used for [Fill in the purpose of the use, with specifics.]

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Thank you,

[faculty member's signature]

[faculty member's name]
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