

[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.]

Your signature below indicates your permission to use the material and confirms that you own the copyright to the material or are the legal representative empowered to provide permission to use the material.

Thank you,

[faculty member's signature]

[faculty member's name]  
Fax Number: 706-[number]  
Email Address: [username] @aug.edu

Permission is given for the use indicated above.

Name of copyright holder or legal representative: \_\_\_\_\_

Signature of copyright holder or legal representative: \_\_\_\_\_

Date: \_\_\_\_\_