Sample Permission Letter to use Photograph from Photographer

Date

First Name Last Name

Street Address

Dear **[First Name Last Name]**,

This letter requests permission to print the [**attached photograph** **or list and description of photographs]**. This material is to be used in this and future revisions and editions of **[*Title of APH Press Publication in which material is to be used*]**, to be published by APH Press of the American Printing House for the Blind, including nonexclusive world rights in all languages and sublicensing, without charge, of publication or transcription in braille, large-type editions, or recordings for the blind; in any electronic format, including online or distributed e-books; and in other special editions for use by persons with disabilities by approved nonprofit organizations.

For your information, the initial print run for this book is estimated to be **[xxxx]** copies. We will be happy to provide full credit to your source. Please note that the American Printing House for the Blind is a nonprofit organization, as is APH Press.

To assist in the publication process, I would greatly appreciate a response to this request by **[date]**. To indicate your approval, please sign in the space provided below. If you have any questions, you may reach me at **[phone number]** or by e-mail at **[e-mail address].**

Thank you for your kind consideration.

Sincerely,

**[Name]**

**[Title]**

Permission is granted for use of the material specified above and permission fee is waived, provided appropriate credit is included.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_