**Mrs. Owens’ Third Grade Class**

**Copyright Guidelines Permissions Request Form**

[Date]

(Type your name)

Mrs. Owens 3rd Grade Class

Draper Elementary

1080 E. 12660 S.

Draper, UT 84020

[Copyright holder’s name and address]

Dear :

I am in the process of creating . I would like your permission to include the following material with this project:

[Citation with source information]

This school project will be used to and will only be accessible by .

I would greatly appreciate your consent to my request. If you require any additional information, please do not hesitate to contact me. I can be reached at the following address:

Mrs. Owens 3rd Grade Class

Draper Elementary

1080 E. 12660 S.

Draper, UT 84020

If you agree with the terms as described above, please sign the release form below and send it in the self-addressed return envelope I have provided.

Sincerely,

(Type your name here)

Permission granted for the use of the material as described above:

Agreed to:

Name & Title:

Company:

Date: