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<Date>

Permissions Editor

(Publishing Company)

(Address)

Dear Sir/Madam:

I would like to request permission for one-time-only rights to reprint an article from a recent edition of your magazine which we feel would be of great interest to our readers. I am editor of the <insert journal name here>, the journal of the <insert network name here>.

Our journal is a non-profit information service conducted by our voluntary educators’ group. Our distribution is free and goes to a total of <insert distribution total number here> educators. We operate the publication for the professional information and growth of our members, and there is no financial gain involved.

We intend to publish the article in the <insert month and insert year here> edition of our journal. We will print a credit line at the end of the reprinted article, citing the original date and journal in which the article was published. The article we wish to reprint is:

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Article

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Author

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Publication Name

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Edition and Date Page Numbers

Permission for this reprint request is hereby: 🞏 Granted 🞏 Denied

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Permissions Editor Signature

Fee required for one-time-only reprint rights: 🞏 Free 🞏 Fee = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your prompt response to our request. Please return this request to us at: <insert editor’s name, address, email, etc. here>.

Sincerely,

<insert editor’s name here>