**Miss Eastmond’s 4th Grade**

**Copyright Guidelines Permissions Request Form**

[Date]

(Type your name)

Miss Eastmond’s 4th Grade Class

East Midvale Elementary

6990 South 300 East.

Midvale, UT 84047

[Copyright holder’s name and address]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am in the process of creating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name creation). I would like your permission to include the following material with this project:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Citation with source information]

This school project will be used to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will only be accessible by the students at East Midvale.

I would greatly appreciate your consent to my request. If you require any additional information, please contact me. I can be reached at the following address:

Miss Eastmond’s 4th Grade Class

East Midvale Elementary

6990 South 300 East

Midvale UT 84047

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 for you.

Sincerely,

(Type student name here)

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

Agreed to:

Name & Title:

Company:

Date: