

Sample Copyright Letter

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

Rights and Permission Department  
ASCAP  
1 Lincoln Plaza  
New York, NY 10023

Dear Director:

I would like permission to make a copy of the following on (CD or videotape) as part of a project in my (Communication Arts) class.

<u>COMPOSER/SONGWRITER</u>	<u>Hoagy Carmichael</u>
<u>LYRICIST</u>	<u>Ira Cohen</u>
<u>SONG TITLE</u>	<u>Don't Fence Me In</u>
<u>COPYRIGHT</u>	<u>1932</u>
<u>TYPE OF REPRODUCTION</u>	<u>Audiocassette</u>

This recording will be part of a (ten-minute) (video) production, made by (three) students in the (tenth grade) which will be entered in the Cecil County Public Schools Media Technology Festival. This is an educational enterprise.

I would like permission for unlimited number of nonprofit showings for a period of two years. Please indicate in the form below and return it in the self-addressed, stamped envelope that I have enclosed.

Thank you for your time and cooperation.

Sincerely,

Student's Name  
School & Address  
School Phone

<input type="checkbox"/> Permission to reproduce <u>Don't Fence Me In</u> as stated above is granted.
<input type="checkbox"/> Permission to reproduce <u>Don't Fence Me In</u> as stated above is not granted.
Signed _____ Date: _____
Title _____