**SAMPLE LETTER REQUESTING PERMISSION TO USE COPYRIGHTED MATERIALS**

**Date:** [*date*]

**To**: [*name, company*]

**E‐Mail :** [*e‐mail address*]

**From:**[*name, company*]

**E‐Mail :** [*e‐mail address*]

We are requesting permission to reprint the table(s) and/or figure(s) and/or information listed below

from your publication, [*author, publication title, date*].

[*list page numbers and titles of figures, tables, or graphics, or other identifying information*]

This information will appear in The Water Research Foundation publication, [publication title]. We are

requesting nonexclusive world rights, for all languages and all subsequent reprints, as well as permission

to include the material in an electronic format on WRF’s website (www.waterrf.org). The material may

be altered slightly to conform to WRF style and space limitations. Please indicate agreement by signing

on the line at the bottom and returning a copy of this letter to [*name, company, email address*].

Full credit will be given to the source named above in the standard scholarly form, including author, title, publisher, and date.

We request that you please return this completed letter by [date].

Thank you in advance for your cooperation.

**Permission Granted:**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**