

To:

Dear Sir/Madam,

I am preparing a manuscript for Lockwood Press www.lockwoodpress.com (Atlanta, USA) and am writing to request permission to use material originally published by your company.

The title, author/editor, projected publication date, print run and price(s) of the Lockwood Press publication are:

Title:

Author/editor(s):

Publication date:

Print-run and prices: (hdbk) (pbk)

I would like to request permission to include the material specified below:

Author/editor(s):

Book/journal title:

Chapter/article title:

Volume/issue (journals only):

Publication year/edition:

Page numbers:

Figure/table number*:

* Figures/tables may be redrawn to a house style

We would be grateful if you would grant non-exclusive world English language rights to reproduce the above-mentioned material in this and future editions of our title, which may be published in any medium by Lockwood Press or any of its sub-licensees.

This book is intended as an educational text and it is therefore important to keep costs down as much as possible. I hope you will bear this in mind if you are setting a fee.

I am/am not attaching a photocopy of the material(s) concerned.

I agree to use full standard acknowledgement of the source, or any acknowledgement you may wish to provide. If you do not control rights please give a referral address below.

Yours truly,