# E-theses letter template: request to ﻿r﻿e﻿p﻿r﻿o﻿d﻿u﻿c﻿e﻿ ﻿﻿﻿﻿an extract from a﻿ ﻿t﻿h﻿i﻿r﻿d﻿ ﻿p﻿a﻿r﻿t﻿y﻿'﻿s published work

[Date]

Dear [Copyright holder’s name],

I am completing [or have completed] my PhD thesis at Imperial College London entitled ‘[insert full title of thesis]’.

I seek your permission to reprint, in my thesis an extract from: [insert full citation of the original work]. The extract to be reproduced is: [insert details and /or attach a copy of the extract if possible]

I would like to include the extract in my thesis which will be added to Spiral, Imperial's﻿ ﻿institutional﻿﻿﻿﻿﻿﻿﻿ repository <http://spiral.imperial.ac.uk/> and made available to the public under a [insert your chosen Creative Commons Licence]

If you are happy to grant me all the permissions requested, please return a signed copy of this letter. If you wish to grant only some of the permissions requested, please list these and then sign.

Yours sincerely,

[Student’s name and signature]

**Permission granted for the use requested above:**

I confirm that I am the copyright holder of the extract above and hereby give permission to include it in your thesis which will be made available, via the internet, for non-commercial purposes under the terms of the user licence.

**[please edit the text above if you wish to grant more specific permission]**

Signed:

Name:

Organisation:

Job title: