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New York, NY 10009  

April 1, 2004

Re: Request for Copyright Permission

To Whom It May Concern:

I am writing to request permission to photocopy/scan the materials referenced below for use in my class in the forthcoming semester. This chapter is a supplementary reading and will be distributed in class to my students/will be electronically scanned and posted on a password protected website.

Course information:
Course: ENG 150, Introduction to Literature
Instructor: Jill Jones
Number of students: 21

Copy information:
Chapter Title: How to read a poem.
Chapter Author: Veronica Smith
Book Title: Learning is Good, 4th ed.
Publisher: Book Publishing Company
Date: 2002

Material to be duplicated: pp. 245-260

Method of Distribution: Copy will be distributed in class/ Copy will be scanned and posted on a protected website.

Use: This chapter is a supplemental reading for the class.

I have enclosed a self-addressed stamped envelope for your convenience in replying to this request.

Sincerely,

Professor Faculty Member