**Copyright holder name and address**

Dear **Copyright Holder**:

RE: **Author, Complete Title** (description of item or excerpt). **Publisher, year, pp #s. ISBN# or URL** (if applicable).

I am a student in the Master of Science in Information Systems (MSc IS) program at Athabasca University (AU). On the understanding that you own copyright to the above item, this letter is to request permission to reproduce this material for use in my final MSc IS project report. The report will be reproduced in electronic format and be deposited in the AU Library Digital Thesis and Project Room (<http://library.athabascau.ca/DTPR/>) AU. I am requesting non-exclusive world rights.

Please let me know if you are the copyright holder of this work, and if so, if there will be a fee for this copyright permission. Should permission be granted, please provide me with your preferred acknowledgment statement.

My deadline for this project is **date**. Thank you for your prompt attention to my request and I will look forward to receiving a response at your earliest convenience.

Sincerely,

**Your name and address**