

SAMPLE "PERMISSION TO REPRINT" LETTER

Reprints and Permissions Department

Dear Publisher:

I am preparing a paper for publication by the Engineering Conferences International in the Proceedings of the Conference (conference title), on

I would like to include in my paper the following figure(s)/table(s) included in the noted publications, published by your organization:

Please indicate your permission for the to reprint this figure/table by signing the enclosed copy of this letter and returning it to me. Appropriate credit will be given to the original source.

Your cooperation is appreciated.

Sincerely,

Permission for the Engineering Conferences International to reprint the noted material, royalty free, is hereby granted:

Name of copyright owner Title

Signature Date

Name