

Sample letter to copyright owner (publisher) requesting permission to convert and stream movie. (Fax using official university letterhead)

Note: Before using this letter, check with the publisher first to see if it has a copyright release form.

[Today's date]

Material Permissions Department  
Hypothetical XYZ Corporation, Inc.  
123 Streetname Ave.  
Anytown, IL 55555

Dear Jane Doe,

I am seeking your permission to convert a movie to Flash format (.FLV) in order to allow my students in my ABC 101 class at Idaho State University the opportunity to view it online. The movie would only be used for educational purposes and would be streamed from our university's secure web server. Only students in my class(es) will be able to view it from our university's course content management system (<https://elearning.isu.edu>) which is password-protected, secured, and non-downloadable.

Name of Movie:

Released Date and/or Copyright Date:

Publisher:

Format:

Language:

UPC:

Sincerely,

Dr. John Doe, Associate Professor  
[Department]  
Idaho State University  
Campus Stop [number]  
Pocatello, ID 83209

Phone: (208) 555-5555

Fax: (208) 555-5555

doejohn@isu.edu