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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, 4<sup>th</sup> 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

