**LETTER SEEKING PERMISSION TO USE COPYRIGHT MATERIAL**

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2. Send a signed copy of this letter, to the addressee.

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Dear [insert recipient name]

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If you agree with the terms as described above, please sign the permission form below and return a full copy of the letter to me (by email, preferably).

Yours sincerely

[your signature]

[insert your name]

[insert your position]

[insert your division/school]

cc. copyright@jcu.edu.au

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