Sample Copyright Permission Approval Letter

[Your Name]

[Your Title]

[Your Organization/Company Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Copyright Holder's Name]

[Copyright Holder's Address]

[City, State, ZIP Code]

Dear [Copyright Holder's Name],

Subject: Copyright Permission Approval

I am writing to confirm that your request for copyright permission for the use of [Work/Title] has been approved by [Your Organization/Company Name]. We appreciate your attention to intellectual property rights and your proactive approach in seeking permission.

Please review the attached copyright permission details, including terms of use and any required attribution. If you have any questions or need further information, please do not hesitate to contact our legal department.

We appreciate your cooperation and look forward to appropriately crediting your work.

Sincerely,

[Your Name]

[Your Title]