**Sample Permission Request for Illustrations**

*Attach a photocopy of the image you wish to reprint with your request.*

Dear ,

I am writing to request permission to reproduce the following image (also attached) from your [museum collection/publication] in my forthcoming book ,

to be published by the University of Hawai‘i Press.

Title of image: Artist:

Year:

The image that I wish to reprint will be used as an internal illustration.

Please note that the Press is a not-for-profit publisher and that this is a work of scholarship with a limited audience. To achieve broad dissemination of it to scholars, we intend to use digital media in addition to print. With that in mind, I request a nonexclusive license for the Press for all editions worldwide.

I will acknowledge the source of your material in accordance with scholarly norms. If you require any particular form of acknowledgment, please let me know.

Thank you for your consideration of this request. A duplicate copy of this letter is enclosed for your convenience.

Sincerely,

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PERMISSION GRANTED as stated above:

Signature Date

Printed Name

CREDIT LINE: