**(Date)**

**(Copyright Holder Address)**

Dear **(Copyright Holder)**

It is my understanding that you/your organisation are the copyright holder for the following material:

**Description of the material**

I would like to include this work in a **[report/creative work/research output]** which will be made publicly available online via Curtin University’s Institutional Repository espace (<http://espace.curtin.edu.au>).

Can you please confirm approval of this use of your material by responding to this email?

If you are not the copyright owner of the material in question, I would be grateful for any information you can provide as to who is likely to hold the copyright.

I look forward to hearing from you and thank you in advance for your consideration of my request.

Yours sincerely

**(Name)**

**PERMISSION TO USE COPYRIGHT MATERIAL AS SPECIFIED BELOW:**

**[Specify material and source, as per cover letter]**

I hereby give permission for **[Insert name of researcher]** to communicate this material via the espace institutional repository. This permission is granted on a non-exclusive basis and for an indefinite period.

I confirm that I am the copyright owner of the specified material.

Signed:

Name:

Position:

Date:

Please return signed form to **[Insert name and email address of researcher]**