Dear [rightsholder]

[Article title] (the Article)

I am [writing/editing/contributing to] an academic work under the provisional title above, to be published by Cambridge University Press in [title of journal], in [month (if known) and year of publication].

I request your permission to include the following material in the Article:

[Enter details below of the material **you wish to use**]

Author:   
Title:   
Date of publication: [volume and issue if applicable]:   
ISBN [ISSN if journal]:   
Page no.(s):   
Illustration no.(s):   
Table no.(s):

I am requesting the gratis non-exclusive right for Cambridge University Press to publish, license, sell and distribute the Article incorporating your material in print and electronic editions of the work throughout the world, in all revised editions and versions of the work, including Open Access publication online via the CC licence indicated below.

The Article is intended to be published online by Cambridge University Press on an open access basis under a [CC BY]/[CC BY-SA]/[CC BY-NC-ND etc.] Creative Commons licence (the “CC Licence”). The rights granted by you shall include the right to include the material in the work:

*{Please tick which of the following applies}*

0 On the terms of the same CC Licence;

0 On the terms of an alternative Creative Commons licence; *[please confirm choice of Creative Commons licence]*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

0 On a “rights reserved” basis.

The source of the material will be fully acknowledged in the usual way. Please indicate below if you have any special requirements in respect of a preferred form of attribution credit:   
..............................................................

..............................................................

Please indicate your agreement to this request by [replying to this email or signing and returning one copy of this letter]. By your agreement, you warrant that you control these rights and are authorised to grant this permission.

If you are not the correct or authorised rightsholder, I would be grateful if you could let me know to whom I should apply.

Yours sincerely

[Signature lines]:

I/we hereby grant the permission detailed above.

Signed:............................. Date: ..................