

[date]

[Name and address]

Dear Sir/Madam:

I am sending this request to obtain permission to utilize the following:

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- 5.Use of copies: [distribution to students, incorporated in a book, etc.]
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Thank you.

Sincerely,

[Name typed]

[Title]

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Permission granted as per request

Permission denied.

Conditions if any:

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## PERMISSION ADDRESSES

1. Check the web page of the material producers.
2. If permission information is not available via the web, check with the Copyright Clearance Center ([www.copyright.com](http://www.copyright.com)).
3. Other resources appear below.

### General Copyright Information

U. S. Copyright Office  
Information and Publications Section LM-455  
Library of Congress  
Washington, D.C. 20559  
202-479-0700

To obtain a license to use off-air videotaped programs for more than 45 days, contact the Television Licensing Center (TLC)  
5447 N. Ravenswood Ave.  
Chicago, IL 60640

### Television Network Offices

ABC  
Wide World of Learning, Inc.  
1330 Avenue of the Americas  
New York, NY 10019  
212-887-5706

CBS News  
524 West 52nd Street  
New York, NY 10019  
212-975-4321

PBS Video  
475 L'Enfant Plaza SW  
Washington, D.C. 20024  
800-424-7963

CBS  
51 West 52nd Street  
New York, NY 10019  
212-975-3200  
212-975-3201

NBC  
0 Rockefeller Plaza  
New York, NY 10112  
212-664-4966

### Sources for Public Television Programs

PBS Video  
1320 Braddock Place  
Alexandria, VA 22314-1698  
800-424-7963

Great Plains National  
1800 North 33rd Street  
P.O. Box 80669  
Lincoln, Nebraska 68501  
800-228-4630

### Television Performing Rights Agencies

Films, Inc.  
5547 Ravenswood Ave.  
Chicago, IL 60640  
800-323-4222

Motion Picture Licensing Corp  
1177 Summer St.,  
P.O. Box 3838  
Stamford, CT 06905-3838  
203-353-1600

### Music Performing Rights Agencies

American Society of Composers,  
Authors and  
Publishers (ASCAP)  
1 Lincoln Plaza  
New York, NY 10023  
212-595-3050

Broadcast Music, Inc. (BMI)  
320 West 57th St.  
New York, NY 10019  
212-586-2000