

Church Letterhead

Current Date

Name of Copyright Holder

Address

City, State ZIP

Dear *Name of Copyright Holder*:

I would like permission to reprint the following in a booklet (permanent collection) for congregational use:

Item: *Specify either "hymntune" or "text"*
Title: *Provide hymntune title or hymn title*
Owner: *Provide name of copyright owner*
Source: *Name of book or collection in which item appears*

There will be XXX copies of this booklet prepared.

Please send the paperwork to my attention at the address on the letterhead above.

Sincerely,

Name of Individual Authorized to Contract Permission