**Sample copyright permission email**

Dear Sir/Madam,

Subject: Copyright permission request

I am writing for permission to make a copy of an extract of the item referred to below, for inclusion in the digital version of my PhD thesis, which is being submitted for examination at Loughborough University.

Digital versions of Loughborough University PhD theses are made available for download from the University’s Research Repository available at: <https://repository.lboro.ac.uk/>. The default licence is CC BY-NC-ND 4.0. The repository is freely accessible on the Internet and is not for profit.

Bibliographic information: *Slot in bibliographic details of item, including title of image, graph etc if appropriate and page number(s)*

Yours faithfully,