

Example of an email requesting permission to use an image from the Internet

Subject line: Copyright permission to use a Magpie-lark photograph

Body of email:

Dear Mr O'Connor,

I am a student at East Perth School.

I have found your website very useful in my research on birds in our school ground and would like to use your photograph of the Magpie-lark at Lake Monger <http://birdingwa.iinet.net.au/birds/species/magpie_lark.htm> in the presentation of my work. I will be using the photograph on a webpage to explain how to identify the Magpie-larks in our school grounds.

Do you hold the copyright on this photograph? If you hold the copyright, may I have your permission to use your photograph in this way?

If you grant permission to copy this photograph, I will properly reference your ownership as:

'Magpie-lark at Lake Monger used with permission of Frank O'Connor, <http://birdingwa.iinet.net.au/birds/species/magpie_lark.htm>, 29/7/03.'

I need to have your answer by 5 August 2003.

Thankyou for your help,

Jill Midolo
East Perth School
PO Box 151, East Perth WA 6004
jill.midolo@eps.wa.edu.au

Note:

- 1. This outline can be used by students when they want to reproduce an image or photograph from a website and put it into a webpage, PowerPoint presentation or some other format that will be available outside the school.**
- 2. Students at various levels should compose a letter based on this format that is suited to their language and understanding.**