**PROFORMA COMMUNICATION SEEKING PERMISSION TO COPY**

[Date]  
[Name of Copyright Owner]  
[Address of Copyright Owner]

Subject: **Request for Copyright Permission**

Dear [Name of Copyright Owner or Agent]

We are writing to ask permission to use [specific title of work or content of work to be copied] form your work entitled [title of the book or the work from where the specific content will be copied from].

The said content/s will be essential in attaining the objectives of the learning resource [title of assigned learning resource] for use by public school learners in the Philippines. The following are the limitations of the copying:

1. Rightful owners will be attributed properly.
2. Learning resource produced is purely educational and noncommercial.
3. Copied contents will not violate moral rights of the rightful owners.
4. Copying is only for the specified learning resources.
5. Copyright remains with their rightful owners.

Please complete and return the conforme slip at your earliest convenience. Should you have any conditions/limitations that are not mentioned, feel free to include in your reply.

Thank you very much.

Sincerely yours,

[Name of Developer, Position, and Contact Information]

Conforme

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[Name of Copyright Owner]  
[Signature]  
[Date]