

[name and address of institution]

[date]

**Request for permission to reproduce illustrative material**

.....  
I would be grateful for permission to reproduce the following item, for which I believe you hold copyright:

[*Name of item and document in which it is to be found*]  
[description – shelfmark etc]

for use in my forthcoming article

[*Title of article*]

to be published in the journal *Medieval English Theatre*.

I would like to ask for world English language rights, in both print and electronic media.

This is a specialist academic volume for the scholarly market, and I would therefore be grateful if any fee could be waived, or reduced; please let me know if this would be possible.

I shall of course be delighted to give an acknowledgement in any way you would wish; I would be glad if you could indicate your preference when you reply. I will look forward to hearing from you.

Many thanks in advance.

Yours sincerely