[Date]

[Rights holder name and address]

Dear Permissions Editor [Insert name, if known]:

I am in the process of creating an online webinar/seminar course entitled [course name]. I would like your permission to include the following material in my presentation:

[Citation of material for which permission is sought, specifying exactly what material would be used]

The online webinar/seminar course will be used for education and training purposes and will be available to members of the Land Title Association of Mississippi, a Mississippi not for profit corporation.

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I would greatly appreciate your consent to my request. If you require any additional information, please do not hesitate to contact me. I can be reached at:

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A duplicate copy of this request has been provided for your records. If you agree with the terms as described above, please sign the release form below and send one copy with the self-addressed return envelope I have provided.

Sincerely,

[Signature]

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