**Permission Request Letter**

To Whom It May Concern:

I would like to reuse or modify the following image, attached to this email, in an academic paper and/or presentation, and request your permission to do so. We found this image at:

 <your video, your ad... details here of what it is and where to find it>.

We would use this image in our academic publication that examines how existing or future systems can operate by sensing nearby people. The system portrayed by your image is one of several that we would briefly describe in the paper. The paper, if accepted, would be published / presented in an academic forum, such as a conference, journal, academic magazine, and/or technical report. Such academic publications (and possibly associated presentations) often appear both in print and online.

We would also indicate in the publication that the image was used with permission. If you have a particular way you would like us to cite this, please let us know (e.g., with permission from XXX).

This request is time-sensitive, due to submission deadlines. If you could respond quickly, it would be extremely helpful to us.

If you do not control these rights, please let us know to whom this request should be directed.

Please indicate agreement by signing and returning a copy of this form to me. Alternately, an email reply including this request that states "I give permission for you to use the image as described below" with your contact information would suffice.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name/Date)

Agreed to by:

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*(Signature, Print Name, Title, Date)\**

\*Approval via email is also accepted.