**DATE:** [INSERT]

**TO:** [INSERT ADDRESSEE NAME AND ADDRESS]

**RE:** Request for Consent to Use Copyright Material

Dear Copyright Holder:

Please allow me to introduce myself. I am [insert your title] at the University of New Mexico and I am a practicing physician at [UNMH/UNMMG/SRMC], which is known as the UNM Health System. The UNM Health System is the State of New Mexico’s sole teaching hospital, sole Level I trauma center, and the primary safety net health system.

We understand you are the copyright holder for [describe the title of the form, checklist, or other material as to which you seeking consent to use] (the “Product”). If you are not the copyright holder for the Product, can you please identify who or what person or entity is the copyright holder and provide contact information, if you know.

The UNM Health System and each of its components, would like to use and distribute the Product to our medical professionals and use it for [insert specific use case, ex. use it in our electronic medical record for clinical care]. Proper acknowledgement will be included with the reproduction of the Product. Thus, we are seeking your consent to our use of the Product as we have described.

If you agree to provide us with consent, we have provided a form of Consent to Use Copyright Material for your review. If you find the Consent to Use Copyright Material acceptable, please sign the same and return one copy to us by email (a scanned version is fine) or regular mail.

We appreciate your consideration of our request.

Sincerely,

[insert name of requestor]