**Subject:** Reprint (or projection) Request for Material under Copyright

**Date:**

**To:**
(name of person/company)
(address)
(email address)

**From:**
(name of person/company)
(address)
(email address)

Dear Copyright Holder or Administrator,

We are seeking permission to reprint (project) your copyrighted material as found in Lift Up Your Hearts: Psalms, Hymns, and Spiritual Songs

    Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

    First Line:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

    Page Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This request is for a not-for-profit use described below:

Description and type of use (worship, special service, print, projection, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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    Date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of copies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please respond at your earliest convenience with permission and/or payment instructions.

Thank you

(your name)
(position title)
(brief contact information)