

**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.):

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

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)