**To Use a Graphic or Sound Clip in Multimedia Projects for Display Outside the Classroom**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We are students at \_\_\_\_\_\_\_ School. We are creating a (research project; contest entry; electronic portfolio, etc.) and would like to use the following images(s); sound clip(s) from (your web site; CD-ROM; publication, etc.):   
  
File name(s) of graphic: \_\_\_\_.GIFs - Location of web page http://\_\_\_\_\_\_.      
Your graphic(s) will be displayed in our educational project for free use by students and teachers.  Our final product will be used \_\_\_\_\_\_\_\_\_\_\_ (be as specific as possible).  We intend to honor your copyright by giving your organization full credit and citing you as one of our sources.

Please respond to this message and let us know if we may use this image in our project. Our deadline for publication is \_\_\_\_\_\_\_\_, and we would appreciate your quick response.

Yours truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name, e-mail address

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**To Use a Graphic or Sound Clip on an Educational Web Page**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We are students at \_\_\_\_\_\_\_ School. We are creating an educational Web page, and we would like to include the following image(s); sound(s) from (your web site; CD-ROM; publication, etc.):   
  
The file name(s) of the graphic(s) we wish to use is: \_\_\_\_\_\_.GIF;  \_\_\_\_\_.JPG.  It is located at: http://\_\_\_\_\_\_\_\_\_\_  in Name of publication or resource, etc.      
  
Your graphic(s); sound(s) will be displayed on our educational Web page as a resource for students and teachers.  Our final product will be on our school web site located at http://\_\_\_\_\_\_\_\_.  We intend to honor your copyright by giving your organization full credit and citing you as one of our sources.

Please respond to this message and let us know if we may use this image in our project. Our deadline for publication is \_\_\_\_\_\_\_\_, and we would appreciate your quick response. If we do not hear from you by \_\_\_\_\_\_\_\_, we will include your graphic, along with the proper citation. If at any time in the future you should object, we will gladly remove the graphic from our Web at your request.

Yours truly,

   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Name, e-mail address

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**To Link to a Web Page**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

We are students at \_\_\_\_\_\_\_ School.  We would like to place a link to your site (in our multimedia project; in our educational web page at  http://\_\_\_\_\_\_\_\_\_\_\_\_; in our \_\_\_\_\_\_\_\_\_contest entry). Your link will be included in a free resource for students and teachers. Our final product will be in the form of a (web page, multimedia project, contest entry, etc.)  We will honor your copyright by giving your organization full credit and citing you as one of our sources.

We wanted to let you know how we will be using your material in our educational project. Thank you for creating such a useful resource.

Yours truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name, e-mail address

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