

**The Permission Letter to Publisher (By an Author)**

*Some publishers insist on the author writing or emailing them directly to request permission to mount eprints in a repository. In such cases, it may be useful to provide the author with a template such as the one below to help them construct their request.*

The Permissions Manager,  
*(insert journal publisher name and address details)*

Dear Sir/Madam,

I am writing to request permission to deposit a copy of an article of mine which was published in one of your journals in **FAMILY Repository**.  
**(<http://familyrepository.lppkn.gov.my/>).**

The article is:  
*(Insert Authors names, Title, Journal name, Volume, Issue, Date and Pages)*

**FAMILY Repository** is an online digital for storing a variety of electronic information materials related to **FAMILY matters** in Malaysia both pre-and post-publication. The archive was developed by the Ministry of Women, Family and Community Development (MWFCD), Malaysia through the National Population and Family Development Board (NPFDB), Malaysia. It is designed to share the work with others and no charge is made for the use of any of the materials deposited there.

If possible, I would like to include the bibliographic details, abstract and use the finalised pdf version as it appears in print and make it/them freely available via the internet. If you can provide me with the URL, a link will be added to the archive. The archive would be the only place where this article would be posted at **FAMILY Repository**.

Should your response be a yes, would your agreement is limited to this instance only, or can we assume that this granting of reproduction permission reflects a policy that we could apply to other article at this archive who have also published in this journal.

Thank you for your attention with this and I look forward to hearing from you.

Yours sincerely,

.....  
(Insert your name and address details)

**The Permission Letter to Publisher (On behalf of an Author)**

*Where there is no explicit permission given to mount full-text on a repository, it is often worthwhile writing or emailing directly to the publisher. This template can be used to form a letter to a publisher requesting permission to mount material on a repository on behalf of an author.*

The Permissions Manager,  
*(insert journal publisher name and address details)*

Dear Sir/Madam,

I am contacting you on behalf of [insert name of author] to request permission to deposit a copy of an article which was published in one of your journals in **FAMILY Repository**. (<http://familyrepository.lppkn.gov.my/>).

[insert author, title. E.g. Dr. Professor, and full name and surname) would like to have an open access, electronic copy of the article available for the researchers to access. [insert name of author] has authorised me to do this on [his/her] behalf and to contact you to seek permission to do this.

The article is:  
*(Insert Authors names, Title, Journal name, Volume, Issue, Date and Pages)*

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