Permission to print (example)

Recipients name and address

Dear Sir/Madam (or Mr/Ms and persons surname if known)

University of Tampere is publishing PhD-thesis in series Acta Universitatis Tamperensis with limited distribution and without commercial value. In Finland a PhD-thesis most often consists of an overview (about 80-120 pages long) and several articles published in scientific journals (at the UTA usually 4 articles).

In my PhD-thesis one of the article is: / the articles are:

Author, Author …, author. Articles name. Journal issue (vol): page-page, year
Author, Author …, author. Articles name. Journal issue (vol): page-page, year

I am cordially requesting your permission to include the articles in the printed version of my thesis and also publish my thesis in the open institutional repository of the University of Tampere, TamPub.uta.fi.

I would greatly appreciate a reply by (around two weeks before defence) at the latest.

Looking forward to your favourable reply I remain

Yours sincerely

Your name
Address
Fax, telephone, email