[Date]

[Name of Contact at Publisher]

[Address]

RE: Reversion of rights in [Title of Book]

Dear [Name of Contact at Publisher]:

I am contacting you regarding [Title of Book] by [Author of Book], published by [Name of Publisher] in [Year of Publication]. I am the author[[1]](#footnote-1) of that work. I am writing to request that you revert to me a non-exclusive right to exercise all rights under copyright relating to the work, in any medium now known or later developed, and to authorize others to do the same.

I am seeking this reversion because I wish to release the work under one of the Creative Commons licenses, deposit it in my institutional repository, and grant HathiTrust permission to provide access to it.[[2]](#footnote-2) If you are able to accommodate this request, please let me know in writing. You can reach me at [Your Email Address] or [Your Mailing Address].

Thank you very much for your time and attention in considering this request.

Yours sincerely,

[Your Name]

1. If you are the heir or heirs of the author, substitute appropriate language here. If you are a group of heirs, you will also need to make additional adjustments to the letter (e.g., making pronouns plural). [↑](#footnote-ref-1)
2. You should edit this sentence to reflect what you wish to do with the work. [↑](#footnote-ref-2)