REQUEST PERMISSION TO RETAIN AN OFF-AIR COPY

Dear Sir or Madam:

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We request permission to retain this off-air copy for showing in the classroom beyond the ten (10) day/forty-five (45) day limits. Please indicate your consent to this request by filling in the spaces provided below and returning this letter to us. A self-addressed, stamped envelope is provided for your convenience.

Thank you for your attention.

Sincerely,

Staff Member

* * * * * * * * * * * * *

PRODUCER'S REPLY:

Title: _____

Date: _____

_____ Permission Granted

(Signature)

(Title)

_____ Permission Denied

Conditions or details:

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