[letterhead]

[date]

To Whom It May Concern,

The [copyright holder/publisher] is pleased to learn that the Center for Bibliographical

Studies and Research (CBSR) at the University of California, Riverside is interested in digitizing the microfilm reels of back issues of the [newspaper common title], so that the public can freely access them online.

We understand that this project is being conducted in a partnership with [local institution] and that the CBSR will make the files freely available online at <http://cdnc.ucr.edu> (California Digital Newspaper Collection) after the files are produced. CBSR will provide copies of all data produced free of charge to [local institution and/or copyright holder].

As part of its support for this project, the [copyright holder/publisher] stipulates that it shall have free and unlimited access to the digital archives through the CDNC.

The [copyright holder/publisher] fully supports and authorizes the reproduction into digital form of in-copyright, post-1922 issues of newspapers for which we are the copyright holder. The papers to be included in the proposed project are:

* First title (dates)
* Second title (dates)
* Third title (dates)

Sincerely,