

This is my letter I sent:

To whom this may concern,

My name is Francesca, I'm doing a course call Diploma in Digital Application and it consisted of 4 areas and I'm doing Graphics now and I have to design a medal which represents my area so I was wondering if I could use the university image off of your page "on our History". The way that I would draw it is as a line drawing so there will be no real detail. Thank you.

Yours truly,

F. McDonald

Ps. I would be really grateful if you could reply as soon as possible.

First E-mail back:

I am out of the office until Tuesday 2nd May 2006. Any e-mail sent to webmaster@lboro.ac.uk will be dealt with by other members of the team

Second E-mail back:

I have forwarded your request to our colleagues in Media Services as they provided the image, etc.

Regards,
Julian

Third E-mail back:

Hi Francesca,

It has been cleared that you may use this image in the way you have specified for the purpose you have specified. I'm sorry that it has taken a little while to get back to you but this had to go through the proper channels.

Regards,
Stephen Ashurst

Media Services
Loughborough University

My reply to them:

Dear Stephen Ashurst,

Thank you for letting me use the image I am really grateful.
Thank again.

Yours serenely,

Francesca McDonald