

Intellectual Property Protection Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the protection of my intellectual property rights regarding [describe the intellectual property, e.g., a logo, invention, written work, etc.]. This work was created on [insert date of creation] and is currently [explain current status, such as "in development," "published," etc.].

The details of the intellectual property are as follows:

- Title: [Insert Title]
- Description: [Insert Description]
- Relevant Dates: [Insert Dates]
- Current Use: [Insert Current Use]

I believe that this work qualifies for protection under [specify relevant laws or regulations, e.g., copyright, trademark, patent]. I kindly request your assistance in ensuring that my rights are safeguarded against unauthorized use or infringement.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]