

IP Rights Acknowledgment Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request acknowledgment of the intellectual property rights associated with [describe the work or project, e.g., "the software developed for XYZ project"].

As the creator/owner of this intellectual property, it is important to ensure that proper recognition is granted for the work involved. I believe that an acknowledgment of these rights will help clarify the ownership and usage of the [mention IP, e.g., "software, designs, trademarks"], and foster a collaborative environment moving forward.

Please let me know if you require any additional information or documentation regarding this matter. I appreciate your attention to this request and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]