

# Inquiry for Digital Asset Licensing

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the licensing options for the digital assets produced by [Recipient Company/Artist]. Our organization is interested in [briefly explain the intended use of the assets, e.g., marketing, education, etc.].

Could you please provide information regarding the licensing terms, availability, and any associated fees? Additionally, if possible, I would appreciate any samples of the digital assets available for licensing.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]