

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Assignment of Patent Rights

Dear [Recipient's Name],

I am writing to formally assign the rights to my patent application titled "[Title of the Invention]" (Application No. [Application Number]) to [Company/Organization Name]. This assignment is effective as of [Effective Date].

As the inventor, I hereby transfer all rights, title, and interest in the above-referenced patent application, including any future rights to improvements and related applications that may arise from it, to [Company/Organization Name].

I confirm that I have the authority to make this assignment and that the application is free of any encumbrances.

Thank you for your attention to this matter. Please let me know if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Title/Position]