

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 request information regarding the use of patents owned by [Patent Holder's Name] related to [specific technology or field]. I am particularly interested in understanding the terms and conditions under which these patents can be utilized.

As [briefly explain your reason for the request, e.g., "I am currently conducting research," or "I am interested in potential collaboration"], any information you could provide regarding licensing agreements, usage fees, or any other relevant details would be greatly appreciated.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]