

# Royalty Compliance Reminder

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. This is a courtesy reminder regarding your royalty compliance obligations relating to [Insert relevant agreement or product].

Please ensure that the following compliance requirements are met:

- Submission of royalty statements by [Insert Deadline]
- Payment of due royalties by [Insert Deadline]
- Adherence to reporting formats as specified in the agreement

Failure to meet these obligations may lead to penalties as outlined in the agreement.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]