

Request for Intellectual Property Rights Protection

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 am writing to formally request the protection of my intellectual property rights regarding [brief description of the intellectual property, e.g., invention, trademark, copyright, etc.]. I believe that my work is unique and deserves legal protection to prevent unauthorized use or reproduction.

[Provide details about the intellectual property, including any relevant registration numbers, dates of creation, and any previous protections sought.]

I kindly request that you review this matter at your earliest convenience and provide guidance on the necessary steps for securing my rights. I am looking forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]