

# Licensing Agreement Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Proposal for Licensing Agreement of Educational Materials**

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a licensing agreement between [Your Organization] and [Recipient Organization] concerning the educational materials developed by [Your Organization].

The materials include [Briefly describe the educational materials], which we believe will greatly benefit [Target Audience/Students] in [Explain the purpose or benefit]. We seek to grant [Recipient Organization] a license to use, distribute, and adapt these materials under agreed-upon terms.

Outlined below are the key elements we propose:

- Scope of License: [Define the scope]
- Duration: [Specify duration]
- Fees: [Mention fees or absence thereof]
- Attribution: [Explain attribution requirements]
- Termination Clause: [Outline termination terms]

We believe this collaboration could enhance educational opportunities for [Target Audience], and we are eager to discuss this proposal further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for considering this opportunity. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]