

# Intellectual Property License Finalization

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/District Name]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that the finalization of the Intellectual Property License Agreement between [Your Company Name] and [Recipient Company Name] has been completed. The terms and conditions have been thoroughly reviewed and agreed upon by both parties.

The details of the license are as follows:

- **License Grant:** [Specify the intellectual property being licensed]
- **Effective Date:** [Insert Effective Date]
- **Duration:** [Insert Duration]
- **Royalty Terms:** [Insert Royalty Terms]
- **Territory:** [Insert Territory]

We respectfully request you to sign and return a copy of this letter to indicate your acceptance of the finalized terms. Please keep a copy for your records.

Thank you for your cooperation. We look forward to a successful collaboration.

Sincerely,  
[Your Signature]  
[Your Printed Name]  
[Your Title]

Enclosure: License Agreement Copy