

Invention Rights Notification

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you regarding the invention rights associated with [Insert Invention Title]. As the inventor(s), we would like to formally notify you of the following details:

- **Invention Title:** [Insert Invention Title]
- **Inventor(s):** [Insert Names of Inventors]
- **Date of Invention:** [Insert Invention Date]
- **Description:** [Insert Brief Description of the Invention]
- **Current Status:** [Insert Status of the Invention, e.g., Patent Pending, Granted, etc.]

We appreciate your attention to this matter and ask that you acknowledge receipt of this notification. Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]