

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the licensing agreements available between our companies. As we explore potential partnerships, I would appreciate any information regarding your terms, conditions, and areas of collaboration.

Specifically, I am interested in the following:

- Details on the types of licensing agreements offered
- Royalty structures and payment terms
- Duration and renewal options
- Any additional fees or obligations

Thank you for your attention to this matter. I look forward to your prompt response so that we may further discuss possible avenues for collaboration.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]