

Intellectual Property Rights Documentation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request documentation related to the intellectual property rights for the [specify the item or project, e.g., "software application XYZ"]. This request is made under the provisions set forth in [specify relevant laws or policies].

Specifically, I am seeking the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

These documents are crucial for [briefly explain the purpose, e.g., "ensuring compliance with licensing agreements"]. I would appreciate your prompt attention to this matter and request that the documents be provided by [specify date].

Thank you for your cooperation. Please feel free to contact me at [your phone number] or [your email] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization]