

# Licensing Agreement Finalization Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the finalization of our licensing agreement concerning [briefly describe the subject of the licensing agreement]. We have reviewed the terms and are prepared to move forward.

Please let us know a convenient time for us to discuss any remaining details or to finalize the agreement. Our team is eager to begin this partnership and we believe it will bring mutual benefits.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]