

Intellectual Property Rights Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about potential copyright concerns regarding [describe the specific work or material in question]. I would like to ensure that my use of this material complies with all applicable copyright laws and respects your intellectual property rights.

Specifically, I would like to know the following:

- [Question 1 related to copyright]
- [Question 2 related to copyright]
- [Question 3 related to copyright]

I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]