

Intellectual Property Rights Inquiry

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about a potential infringement of our intellectual property rights regarding [describe the IP in question, e.g., trademarks, copyrights, patents]. Our records indicate that [describe the alleged infringing activity or product].

Our [describe your IP rights, e.g., Trademark Registration, Copyright, Patent] has been duly registered under [provide details about registration, if applicable]. We believe that [explain the basis for your claim of infringement].

We would appreciate your prompt attention to this matter, and we kindly request a response by [insert date, typically 14-30 days]. If this infringement has occurred, we would like to discuss potential resolutions to this issue.

Thank you for addressing this serious concern. We look forward to your timely response.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Typed Name]