

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Non-Exclusive License Offer**

Dear [Recipient's Name],

I am writing to formally offer you a non-exclusive license to use [describe the intellectual property, e.g., a software, a design, etc.] created by [Your Company/Your Name]. This license will allow [Recipient's Company] to [describe how the recipient can use the IP, e.g., reproduce, distribute, etc.] the material under the terms outlined below:

### **License Terms:**

- **Scope of Use:** [Specify the scope of the license]
- **Duration:** [Specify the duration of the license]
- **Fees:** [Specify any licensing fees]
- **Attribution:** [Specify any attribution requirements]
- **Termination:** [Specify conditions for termination]

If you are interested in this offer, please sign and return a copy of this letter by [insert date]. Should you have any questions or require further details, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. I look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Company]