

Subject: Revision of Intellectual Property Policy

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I am writing to inform you that we will be revising our Intellectual Property Policy to ensure it aligns with current legal standards and best practices in our industry. The review process is essential as it will help us protect our innovations while fostering a collaborative environment.

The key areas of focus in this revision will include:

- Clarification of ownership rights for employee-created inventions.
- Updated guidelines on the use of company intellectual property.
- Procedures for reporting potential breaches of intellectual property.

Please feel free to provide your input by [insert deadline] to ensure that your insights are considered in our updated policy.

Thank you for your attention to this important matter. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]