

Intellectual Property Rights Amendment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally propose an amendment to the existing Intellectual Property Rights agreement dated [Insert Original Date]. The purpose of this amendment is to [briefly describe the reason for the amendment].

Proposed Changes:

- [Detail the first proposed change]
- [Detail the second proposed change]
- [Additional changes, if necessary]

I believe that these changes will [explain the benefits of the proposed changes]. I appreciate your consideration of this amendment and look forward to discussing it further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]