

[Your Name]
[Your Title/Department]
[University Name]
[Date]

[Recipient Name]
[Title, e.g., Director of Technology Transfer]
[Office of Technology Commercialization/Research]
[University Name]

RE: Letter of Intent for Assignment of Patent Rights

Dear [Recipient Name],

This Letter of Intent (LOI) outlines the proposed assignment of intellectual property rights for the invention described below from the undersigned Inventor(s) to [University Name] (the "University").

1. Description of Invention:

Title of Invention: [Insert Title]
Disclosure Tracking Number: [Insert ID if applicable]
Date of Disclosure: [Insert Date]

2. Parties Involved:

This agreement involves the University and the following Inventor(s):
[Inventor 1 Name]
[Inventor 2 Name]

3. Intent to Assign:

The Inventor(s) hereby express their intent to assign, transfer, and convey all right, title, and interest in and to the invention, including any resulting patent applications and issued patents, to the University in accordance with the University's Intellectual Property Policy.

4. Consideration:

In exchange for this assignment, the University agrees to manage the patent prosecution process and share any future net royalties or licensing revenue with the Inventor(s) as dictated by the University's established distribution schedules.

5. Cooperation:

The Inventor(s) agree to assist the University and its legal counsel in the preparation, filing, and prosecution of patent applications by providing necessary documentation and signing formal assignment papers as required by the USPTO or relevant international patent offices.

6. Governing Law:

This LOI shall be governed by the laws of the State/Jurisdiction of [Insert Location].

Please acknowledge your receipt and acceptance of this intent by signing below.

Sincerely,

[Signature of Lead Inventor]

[Typed Name of Lead Inventor]

Acknowledged and Accepted for [University Name]:

By: _____

Name: [Name of Authorized Official]

Title: [Title]

Date: _____