

Date: [Insert Date]

To:

[Name of Receiving Attorney/Firm]

[Address Line 1]

[Address Line 2]

From:

[Your Name/Firm Name]

[Your Address]

RE: Referral for Intellectual Property Due Diligence - [Project/Client Name]

Dear [Name of Receiving Attorney],

I am writing to formally refer [Client Name] to your firm for the purpose of conducting a comprehensive Intellectual Property (IP) due diligence review in connection with [Transaction Type, e.g., an acquisition, merger, or investment round].

The scope of the required due diligence includes, but is not limited to:

- Reviewing the status and ownership of all patents, trademarks, and copyrights.
- Evaluating existing licensing agreements and third-party obligations.
- Assessing potential infringement risks or pending IP litigation.
- Verifying trade secret protection protocols and employee/consultant invention assignments.

The target entity for this review is [Target Company Name]. The anticipated closing date for this transaction is [Insert Date].

Please confirm your availability to handle this matter and provide your standard engagement terms. Once confirmed, I will facilitate an introduction between you and the client and provide access to the virtual data room.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]