

[Your Name]
[Your Title/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Referral for Intellectual Property Licensing Agreement - [IP Name/Reference]

Dear [Recipient Name],

I am writing to formally refer [Name of Prospective Licensee/Client] to you regarding the establishment of an Intellectual Property Licensing Agreement for [Description of IP, e.g., software, patent, trademark, or creative work].

[Prospective Licensee Name] has expressed a strong interest in utilizing [IP Name] for [state purpose, e.g., commercial distribution, manufacturing, or internal use]. Based on your expertise in [Law/Business Development/IP Management], I believe you are best positioned to facilitate the negotiation and drafting of a formal agreement that protects the interests of all parties involved.

Key details regarding this referral include:

- **IP Owner:** [Name of Owner/Entity]
- **Prospective Licensee:** [Name of Individual/Entity]
- **Proposed Scope:** [Briefly describe the territory or duration]

I have copied [Name of Prospective Licensee] on this correspondence so that you may connect directly. I have also attached a brief summary of the initial discussions for your review.

Please let me know if you require any additional information to proceed with this matter. Thank you for your professional assistance.

Sincerely,

[Your Signature]

[Your Printed Name]