

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Law Firm/Consultancy Name]
[Address]
[City, State, Zip Code]

RE: Referral for Comprehensive Corporate Intellectual Property Audit - [Client Name]

Dear [Recipient Name],

I am writing to formally refer our client, [Client Name], to your firm for a comprehensive Intellectual Property (IP) audit. [Client Name] is a [Industry Type] company currently seeking to evaluate and secure its intangible assets.

The scope of the requested audit should include, but is not limited to:

- **Patent Portfolio:** Review of registered patents, pending applications, and potential patentable inventions.
- **Trademarks and Branding:** Assessment of registered trademarks, common law marks, and domain names.
- **Copyrights:** Evaluation of proprietary software, marketing materials, and internal creative works.
- **Trade Secrets:** Review of internal protocols, non-disclosure agreements (NDAs), and data security measures.
- **Licensing and Agreements:** Analysis of existing inbound and outbound licensing contracts and employment agreements regarding IP ownership.
- **Risk Assessment:** Identification of potential infringement risks or gaps in the chain of title.

The primary objective of this audit is to [State Goal, e.g., prepare for an upcoming investment round / ensure compliance / optimize tax structures].

Please contact [Client Representative Name] at [Phone Number/Email] to arrange an initial consultation and discuss your fee structure and timeline. Please keep me informed of the progress of this engagement.

Thank you for your professional assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]