

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

[Licensee Name]
[Contact Person's Name]
[Licensee Address]
[City, State, Zip Code]

Subject: Formal Notification of Intellectual Property Royalties Review

Dear [Contact Person's Name],

Pursuant to Section [Insert Section Number] of the [Agreement Name] dated [Agreement Date] (the "Agreement"), this letter serves as formal notification that [Your Company Name] will be conducting a review of royalty reports and payments related to [Name of Intellectual Property/Patent/Trademark].

The scope of this review will cover the period from [Start Date] to [End Date]. We have appointed [Name of Auditing Firm/Internal Auditor] to conduct this review on our behalf. The purpose is to ensure compliance with the royalty calculation and payment terms as outlined in our Agreement.

Please provide the authorized representative access to the following records within [Number] business days:

- Detailed sales ledgers and invoices related to the licensed IP.
- Inventory records and production logs.
- Calculations used to determine "Net Sales" or "Gross Revenue" for the period.
- Proof of payments made to date.

Our representative will contact you shortly to coordinate the logistics and schedule the review. We expect full cooperation from your accounting and legal departments to ensure a timely completion of this process.

Thank you for your prompt attention to this matter.

Sincerely,

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