

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

I am writing to formally submit an application for intellectual property protection for my [type of intellectual property, e.g., invention, trademark, copyright] titled "[Title of Your Work]."

Details of the intellectual property are as follows:

- **\*\*Description\*\***: [Provide a brief description of the intellectual property]
- **\*\*Purpose/Use\*\***: [Explain the intended purpose or use of the property]
- **\*\*Date of Creation\*\***: [Specify the date when the intellectual property was created]
- **\*\*Additional Information\*\***: [Include any other relevant details or supporting information]

Enclosed with this letter, please find the necessary documents and forms required for the application process. I affirm that all information provided is accurate and true to the best of my knowledge.

Thank you for your consideration of my application. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]