[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Indemnification for Intellectual Property Claims**

Dear [RECIPIENT’S NAME],

I am writing on behalf of [NAME/ORGANIZATION] to formally request indemnification for claims related to intellectual property as provided under the terms of the agreement dated [AGREEMENT DATE] (the “**Agreement**”) between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION].

**Details of the Claim**

* **Nature of Claim**: [*Provide a brief summary, e.g., infringement allegations regarding the use of licensed materials*]
* **Claimant**: [*Provide details of the party raising the claim, e.g., “XYZ Corporation”*]
* **Date of Claim**: [*Specify the date the claim was received or initiated*]
* **Relevant Sections of the Agreement**: [*Reference the section(s) that outline indemnification obligations, e.g., Section [NUMBER]*]

**Request for Action**

In accordance with the indemnification provisions under the Agreement, we request the following:

1. **Acknowledgment of Indemnification Obligations**: Confirmation that you will indemnify and hold harmless [ORGANIZATION] as specified under the Agreement.
2. **Assumption of Defense**: Confirmation of your intent to assume responsibility for defending against the claim, including all associated legal costs.
3. **Compensation for Damages**: Reimbursement of any losses, damages, or expenses incurred by [ORGANIZATION] as a result of this claim, in alignment with the indemnification terms.

**Next Steps**

Please provide your written response confirming your intent to fulfill the indemnification obligations no later than [*specific date, e.g., 14 days from receipt of this letter*]. Should you require further details about the claim or supporting documentation, please let us know, and we will provide them promptly.

Should you have any questions or require additional information, please direct your response to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We look forward to resolving this matter cooperatively and promptly in accordance with the terms of our Agreement.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]