

Date: [Insert Date]

To:

[Bank/Escrow Agent Name]

[Department Name]

[Address]

[City, State, Zip Code]

Subject: Request to Open Commercial Escrow Account for Intellectual Property Transfer

Dear [Contact Person Name or Escrow Officer],

We are writing to formally request the opening of a commercial escrow account to facilitate the transfer of intellectual property (IP) between the following parties:

- **Buyer:** [Full Legal Name of Buyer]
- **Seller:** [Full Legal Name of Seller]

Transaction Overview:

The parties have entered into an agreement regarding the sale and transfer of [Description of IP, e.g., Patent No., Trademark, Software Source Code]. The escrow account will hold the purchase funds totaling [Dollar Amount] pending the verification and successful registration of the IP transfer with the relevant authorities.

Escrow Requirements:

- **Account Type:** Commercial Escrow Account
- **Disbursement Conditions:** Funds are to be released to the Seller only upon [Insert Conditions, e.g., confirmation of assignment filing or receipt of source code].
- **Anticipated Closing Date:** [Insert Date]

Please provide us with the necessary application forms, fee schedules, and a draft of your standard escrow agreement for our review. We have attached the basic corporate documentation for both parties to initiate the Know Your Customer (KYC) process.

Thank you for your assistance in this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]