

**Date:** [Insert Date]

**To:**

[Name of Industrial Property Office/Registry]

[Address of Office]

[City, State, Zip Code]

**Subject:** Request to Record Change of Ownership for Industrial Property

**Reference Details:**

Property/Registration Number: [Insert Number]

Type of Property: [Patent / Trademark / Industrial Design]

Title: [Insert Title or Name of Property]

Dear Registrar,

This letter is to formally request an update to the official records regarding the ownership of the above-referenced industrial property.

**Current Owner (Assignor):**

Name: [Insert Name of Previous Owner]

Address: [Insert Previous Owner Address]

**New Owner (Assignee):**

Name: [Insert Name of New Owner]

Address: [Insert New Owner Address]

Entity Type: [e.g., Corporation, Partnership, Individual]

The transfer of rights occurred on [Insert Date of Transfer] via [Insert Method, e.g., Assignment Agreement / Merger / Sale].

Enclosed with this letter are the following documents for your review:

1. A certified copy of the Assignment Agreement.
2. Power of Attorney (if applicable).
3. Proof of payment for the recordal fee.

Please update your database to reflect the new ownership and send a confirmation or updated registration certificate to the New Owner's address listed above.

Should you require further information, please contact [Insert Contact Name] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Signature]

[Full Name]  
[Title/Position]  
[Company Name]