Date: September \_\_, 2022

Sir/Madam,

Good day!

This letter is to inform you that we have submitted the required documents for the application for copyright to your office — Intellectual Property Management Office. The documents we submitted are as follow:

* (1) Signed Approval Sheet
* (3) Notarized Deed of assignment
* (3) Notarized Copyright application forms
* (3) Notarized IRI - Co authorship agreement
* (1) Invention Disclosure
* (1) Recordal Slip
* (1) Original payment receipt
* (3) CD with complete burned requirements

Thank you again for your attention to this matter. Please don’t hesitate to contact me if you have any questions or if I can be of further assistance. Thank you and Regards.

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Received by

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Intellectual Property Management Office