(**On Official Letter Head**)

From: **[IP Counsel Command]**

To: Department of the Navy Technology Transfer Program Office

Subj: INTELLECTUAL PROPERTY LAW SUPPORT FOR OFFICE OF RESEARCH AND TECHNOLOGY APPLICATIONS AT **[*(receiving)* COMMAND]**

Refs: (a) SECNAVINST 5700.17A of 22 January 2019

1. This confirms that the **[IP Counsel Command]** will provide intellectual property (IP) support to the Office of Research and Technology Applications (ORTA) representative at **[Command]**. The assigned attorney for these matters will be **[IP Attorney Name]**.

2. **[IP Attorney Name]** will review all agreements and activities conducted in accordance with reference (a).

3. **[IP Counsel Command]** has executed a **[support agreement]** with **[Command]**, outlining the IP support requested.

4. The **[IP Counsel Command]** point of contact is **[POC, including email and contact number.]**

[Signature]

**[SIGNATORY FOR IP COUNSEL COMMAND]**