

# Inquiry for Technology Patent Application Guidance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently exploring the possibilities of applying for a patent for a technology I have developed in [brief description of the technology]. I am reaching out to inquire about the guidance and resources your organization provides for individuals navigating the patent application process.

Specifically, I would like to know:

- Are there any workshops or informational sessions on patent applications?
- What resources do you offer for understanding the requirements and steps involved?
- Is there availability for one-on-one consultations to discuss my invention?

Thank you for your time and assistance. I look forward to your response and any information you can provide regarding the patent application process.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]

[Your Email Address]

[Your Phone Number]