

Letter Template for Response to Office Actions

[Date]

[Your Name] [Your Address] [City, State, ZIP Code] [Email] [Phone Number]

U.S. Patent and Trademark Office Commissioner for Patents P.O. Box 1450 Alexandria, VA
22313-1450

Subject: Response to Office Action Application No: [Application Number] Inventor: [Inventor Name]

Dear Examiner [Examiner Name],

We are writing in response to the Office Action dated [Date of Office Action] concerning the above-referenced patent application. We appreciate the time and effort you have dedicated to reviewing our application.

In this response, we address the points raised in the Office Action as follows:

1. **Rejection 1:** [Detail of rejection]
2. **Rejection 2:** [Detail of rejection]
3. **Rejection 3:** [Detail of rejection]

We have amended the claims and included supporting arguments to address the concerns raised. Enclosed with this letter, you will find the revised claims along with any additional information requested during the examination.

Thank you for your attention to this matter. We look forward to your favorable consideration of our response. Please feel free to contact me at [Your Phone Number] or [Your Email] should you have any questions or require further clarification.

Sincerely,

[Your Name] [Your Title] [Your Company Name] [Your Company Address]