

# Preliminary Patent Submission

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a preliminary patent application for our invention, titled "[Invention Title]." This application is being submitted as part of our efforts to protect our intellectual property and to explore potential opportunities for commercialization.

Enclosed with this letter are the details of our invention, including:

- A summary of the invention
- The technical specifications
- Relevant diagrams and illustrations
- Any prior art references

We believe that our invention holds significant potential and we seek to secure the rights to our innovation. We would greatly appreciate your guidance on the next steps in this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]