

Follow-Up Inquiry Letter for Patent Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my patent application titled "[Insert Application Title]" filed on [Insert Filing Date] under application number [Insert Application Number].

As it has been [Insert Time Period] since I last received an update, I would greatly appreciate any information you could provide regarding the progress of my application.

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

Sincerely,

[Your Name]