

Patent Application Timeline Clarification

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to clarify the timeline associated with our patent application filed on [insert filing date]. After reviewing the process, I would like to outline the key dates and next steps for your understanding:

- **Filing Date:** [Insert Filing Date]
- **First Office Action Expected:** [Insert Estimated Date]
- **Response Deadline for Office Action:** [Insert Deadline Date]
- **Final Decision Expected:** [Insert Estimated Date]

Please feel free to reach out if you have any questions or need further clarifications regarding this timeline.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]