

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

United States Patent and Trademark Office
[USPTO Address]

Subject: Provisional Patent Application Submission

Dear Sir/Madam,

I am writing to submit my provisional patent application for a concept idea titled "[Title of Your Invention]."

Description of the Invention:

[Briefly describe your invention and its purpose, highlighting its novel aspects and potential applications.]

I believe that this concept holds significant potential in [relevant industry/application area].

Enclosed with this letter are the necessary documents, including:

1. Completed Provisional Patent Application Form
2. Detailed description of the invention
3. Drawings/diagrams (if applicable)
4. [Any additional documents that support the application]

I request that you acknowledge the receipt of this submission. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]