

Utility Patent Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

United States Patent and Trademark Office
600 Dulany Street
Alexandria, VA 22314

Dear Sir or Madam,

I am writing to submit a utility patent application regarding the functional design of [briefly describe the invention]. This invention aims to [describe the purpose and advantages of the invention].

Enclosed with this letter are the following documents:

- Patent Application Form (Form PTO/SB/01)
- Written Specification
- Claims
- Drawings (if applicable)
- Declaration/Oath (Form PTO/SB/01)
- Filing Fee Payment (if applicable)

Please let me know if you require any further information or additional documents for this application. I appreciate your attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]