

**Date:** [Insert Date]

**To:** [Recipient Name(s)]

**Department:** [Insert Department]

**Subject: Notification of Provisional Patent Filing Award**

Dear [Recipient Name(s)],

Congratulations. We are pleased to inform you that a provisional patent application has been successfully filed with the [Insert Patent Office Name, e.g., USPTO] for your invention titled:

**"[Insert Title of Invention]"**

**Filing Details:**

- **Application Number:** [Insert Number]
- **Filing Date:** [Insert Date]
- **Lead Inventor(s):** [Insert Names]

In recognition of your innovation and contribution to the company's intellectual property portfolio, you have been granted a Patent Filing Award in the amount of [Insert Amount/Type of Award]. This award will be processed via [Insert Method, e.g., next payroll cycle].

Please note that a provisional application provides a priority date and "patent pending" status for a period of 12 months. Our legal team will contact you should we decide to proceed with a formal non-provisional patent application.

Thank you for your hard work and commitment to excellence.

Sincerely,

[Your Name]

[Your Title]

[Company Name]