

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

Re: Notice of Patent Rights and Inquiry Regarding [Product/Service Name]

Dear [Name],

We are writing to you on behalf of [Your Company Name/Client Name] ("Owner"), the owner of various intellectual property rights, including United States Patent No. [Patent Number], entitled "[Patent Title]" (the "Patent").

It has recently come to our attention that [Recipient Company Name] is offering for sale, selling, and/or using a product identified as [Product Name/Model Number] (the "Accused Product"). Based on our preliminary assessment of the Accused Product's features and specifications, it appears that the Accused Product utilizes technology covered by one or more claims of the Patent.

Enclosed with this letter for your reference is a copy of the Patent. We have also attached a preliminary claim chart comparing the elements of Claim [Number] to the features of the Accused Product.

At this stage, our objective is to ensure that [Recipient Company Name] is aware of our patent rights and to provide an opportunity for you to review your product in light of these rights. We request that you:

- Review the Patent and the enclosed materials with your legal counsel;
- Cease any further potentially infringing activities; and
- Provide us with a written explanation by [Date] as to why you believe the Accused Product does not infringe the Patent, or alternatively, your proposal to resolve this matter.

This letter is sent without prejudice to the Owner's rights or remedies, all of which are expressly reserved. We look forward to receiving your prompt response.

Sincerely,

[Your Signature]
[Your Name/Law Firm Name]
[Your Title]
[Contact Information]

Enclosures:

1. U.S. Patent No. [Patent Number]
2. Preliminary Infringement Analysis Chart