

Date: [Insert Date]

To:

Commissioner for Trademarks / Patents

[Insert Office Address]

[City, State, Zip Code]

Re: Letter of Representation and Appointment of Attorney

Applicant/Owner: [Insert Name]

Application/Registration No.: [Insert Number]

Office Action Date: [Insert Date of Office Action]

Dear Commissioner,

Please be advised that the undersigned Applicant/Owner hereby appoints and authorizes the following attorney to represent them in all matters concerning the above-referenced application and the response to the Office Action dated [Insert Date]:

Attorney Name: [Insert Name]

Law Firm: [Insert Firm Name]

Bar Number: [Insert Number]

Address: [Insert Address]

Email: [Insert Email Address]

Phone: [Insert Phone Number]

The appointed attorney is authorized to receive all correspondence, sign documents, and file the official response to the Office Action on behalf of the Applicant.

Please update your records to reflect this appointment and direct all future communications regarding this matter to the attorney listed above.

Sincerely,

[Signature of Applicant/Owner]

[Printed Name of Applicant/Owner]

[Title, if applicable]