

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Non-Final Office Action

Application Number: [Insert Number]

Mark/Patent Title: [Insert Title]

Filing Date: [Insert Date]

Dear [Client Name],

We are writing to inform you that the United States Patent and Trademark Office (USPTO) has issued an initial Non-Final Office Action regarding your pending application. This is a routine part of the examination process and does not mean your application has been permanently rejected.

Summary of Issues:

The Examining Attorney has raised the following primary points:

- [Issue 1: e.g., Likelihood of Confusion]
- [Issue 2: e.g., Specimen Refusal]
- [Issue 3: e.g., Clarification of Goods/Services]

Next Steps:

We must file a formal response to address these issues by [Insert Deadline Date]. Failure to respond by this deadline will result in the abandonment of your application.

We are currently reviewing the examiner's findings and will provide our detailed recommendations and a proposed strategy for the response shortly. In the meantime, please let us know if you have any immediate questions.

Sincerely,

[Your Name/Law Firm Name]

[Phone Number]

[Email Address]