

Date: [Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Recommendation Regarding Final Office Action for [Patent/Trademark Application No.]

Dear [Client Name],

The [Patent and Trademark Office] has issued a Final Office Action dated [Date] regarding your application for "[Project/Mark Name]." This action maintains the previous rejections based on [Briefly list reasons, e.g., Section 102/103 or Likelihood of Confusion].

Because this action is "Final," your options for continuing the application are limited. Based on our review of the examiner's findings, we recommend the following strategy:

Recommended Strategy: [Option Name, e.g., Request for Continued Examination (RCE) / Appeal / After Final Consideration Program]

Strategic Rationale:

- [Reason 1: e.g., New evidence is available to overcome the rejection.]
- [Reason 2: e.g., The examiner's interpretation of the prior art remains legally flawed.]
- [Reason 3: e.g., Proposed amendments will narrow the scope to an allowable level.]

Alternative Options:

1. **[Alternative 1]:** [Brief description of risks/benefits].
2. **[Alternative 2]:** [Brief description of risks/benefits].
3. **Abandonment:** You may choose to let the application lapse if the commercial value does not justify further costs.

Estimated Costs:

The estimated legal fees and government filing fees for the recommended strategy are approximately \$[Amount].

Deadline:

A response must be filed by [Deadline Date] to avoid the expiration of the application. We require your instructions and authorization by [Internal Deadline Date] to ensure timely filing.

Please let us know how you would like to proceed.

Sincerely,

[Attorney Name]

[Firm Name]