

**Date:** [Insert Date]

**To:** [Client Name]  
[Client Address]  
[City, State, Zip Code]

**Subject:** Status Update - Ex Parte Quayle Action for U.S. Patent Application No. [Application Number]

Dear [Client Name],

We are writing to inform you that the United States Patent and Trademark Office (USPTO) has issued an "Ex Parte Quayle Action" regarding your patent application titled "[Project Title/Invention Name]."

An Ex Parte Quayle Action is a formal notice issued when an application is considered "allowable," meaning the substantive examination is complete and the invention is deemed patentable. However, there are minor formal requirements or technical corrections that must be addressed before the patent can be officially granted.

In this specific notice, the Examiner has requested the following corrections:

- [Correction Item 1, e.g., Amendment to the title]
- [Correction Item 2, e.g., Minor drawing corrections]
- [Correction Item 3, e.g., Reference to a related application]

The deadline to file a response to this notice is [Deadline Date]. Since these issues are formal rather than substantive, we do not anticipate any difficulty in resolving them.

**Next Steps:**

We will prepare the necessary amendments to satisfy these requirements and submit them to the USPTO. Once these corrections are accepted, the USPTO will issue a formal Notice of Allowance, and the issue fee will become due.

Please contact us if you have any questions regarding this update.

Sincerely,

[Your Name/Firm Name]  
[Phone Number]  
[Email Address]