

Date: [Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Report of Office Action

Title: [Title of Invention]

Application No.: [Application Number]

Filing Date: [Filing Date]

Country: [Country Name]

Our Ref: [Internal Reference Number]

Dear [Client Contact Name],

We are writing to inform you that the [Name of Foreign Patent Office] has issued an Office Action regarding the above-referenced patent application. A copy of the official communication and its English translation (if applicable) are attached for your review.

Summary of Rejections:

- **Formalities:** [Describe any formal requirements or drawing issues]
- **Prior Art:** The Examiner has cited the following documents: [List Patent/Literature Citations]
- **Substantive Objections:** Claims [Claim Numbers] have been rejected based on [Novelty / Inventive Step / Clarity].

Deadline:

A response must be filed with the Patent Office no later than [**Deadline Date**]. To ensure timely preparation and filing by our local associates, please provide us with your instructions by [**Internal Deadline Date**].

Recommendations:

[Insert brief legal strategy or request a meeting to discuss options].

We look forward to hearing from you regarding how you wish to proceed.

Sincerely,

[Your Name/Firm Name]

[Contact Information]