

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: URGENT DEADLINE REMINDER - Office Action**

Matter: [Application Description/Title]

Application No.: [Serial Number]

Filing Date: [Filing Date]

**Response Deadline: [Deadline Date]**

Dear [Client Name],

We are writing to remind you that the deadline to respond to the Office Action issued by the [Patent/Trademark] Office regarding the above-referenced application is approaching on **[Deadline Date]**.

To ensure we have sufficient time to prepare and file the response, we require your instructions and any requested documentation no later than [Internal Deadline Date].

Failure to respond by the official deadline will result in the abandonment of your application. Please note that additional government fees may apply if extensions of time are required.

Please contact us as soon as possible to discuss the next steps.

Sincerely,

[Your Name/Firm Name]

[Phone Number]

[Email Address]