

Date: [Insert Date]

To: [Insert Client Name/Contact]

Address: [Insert Client Address]

RE: Status Update and Summary of Examiner Interview

Application Number: [Insert Application Number]

Title: [Insert Invention Title]

Examiner: [Insert Examiner Name]

Dear [Insert Client Name],

This letter provides a summary of the interview conducted with the Patent Examiner on [Insert Date of Interview] regarding the above-referenced patent application.

Participants:

The following individuals were present during the interview: [Insert Names of Attendees].

Matters Discussed:

During the discussion, we addressed the outstanding rejections based on [Insert Specific Prior Art or Issues, e.g., Section 102/103]. Specifically, we focused on [Insert Specific Claim Numbers or Features discussed].

Summary of Results:

[Insert a brief summary of the Examiner's feedback, e.g., The Examiner agreed that the proposed amendments distinguish the invention from the cited prior art, or The Examiner maintained the rejection but suggested alternative language].

Next Steps:

Based on the interview, we plan to take the following actions:

- Prepare and file a formal Response to the Office Action by [Insert Deadline].
- Amend claims [Insert Claim Numbers] as discussed.
- Provide additional evidence or declarations regarding [Insert Issue].

We will provide a draft of the formal response for your review before filing. Please let us know if you have any questions regarding this summary.

Sincerely,

[Your Name/Firm Name]

[Your Phone Number]

[Your Email]