

Date: [Insert Date]

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

Subject: Confirmation of Filing - Office Action Response

Application Number: [Insert Number]
Title/Mark: [Insert Reference]
Filing Date: [Insert Filing Date]

Dear [Client Name],

This letter is to formally confirm that we have successfully filed the response to the Office Action issued by the [Insert Agency, e.g., USPTO] regarding the above-referenced application.

The filing was completed on [Insert Date of Filing]. We have addressed all the issues raised by the examiner, including [Briefly list key points, e.g., claim amendments or legal arguments].

We are now awaiting further communication from the examiner. The typical processing time for a review is approximately [Insert Timeframe, e.g., 3-6 months]. We will notify you immediately once we receive a status update or a notice of allowance.

Attached to this letter is a copy of the filed response and the official filing receipt for your records.

If you have any questions regarding this filing, please contact our office.

Sincerely,

[Your Name/Firm Name]
[Your Title]