To: [Foreign Associate Name/Law Firm]

From: [Your Name/Firm Name]

Date: [Current Date]

RE: INSTRUCTION TO FILE PARIS CONVENTION PATENT APPLICATION

Title of Invention: [Insert Title]

Our Reference: [Insert Reference Number]

Dear Colleagues,

We hereby instruct you to file a patent application in **[Target Country/Jurisdiction]** claiming priority under the Paris Convention based on the following priority application(s):

- **Priority Country:** [e.g., USA]
- **Application Number:** [Insert Number]
- **Filing Date:** [Insert Date]

Applicant Information:
Name: [Insert Full Legal Name]
Address: [Insert Full Address]

Inventor Information:
Name(s): [Insert Inventor Names and Addresses]

Attached Documents:

- Specification, Claims, Abstract, and Drawings (English version).
- Certified Priority Document (or request for retrieval via WIPO DAS).
- WIPO DAS Access Code: [Insert Code if applicable].
- Executed Power of Attorney (if required).

Special Instructions:

- Please provide us with the local application number and filing date as soon as they are available.
- Please confirm the deadline for filing the translation (if applicable).
- [Insert additional instructions, e.g., request for examination].

Please acknowledge receipt of these instructions and confirm the filing deadline of **[Insert Convention Deadline Date]**.

Sincerely,

[Your Signature/Name]