Date: [Insert Date]

To: [Attorney or Agent Name]
Firm: [Law Firm Name]
Address: [Firm Address]

RE: Instruction to Respond to Office Action

Application Number: [Insert Number]
Filing Date: [Insert Date]
Title/Mark: [Insert Title or Trademark Name]
Office Action Issue Date: [Insert Date]
Response Deadline: [Insert Deadline Date]

Dear [Name of Attorney/Agent],

We have received your report regarding the Official Office Action issued by the [Insert Patent/Trademark Office Name] for the above-referenced application.

Please proceed with preparing and filing a formal response to the Office Action based on the following instructions:

- **Selection:** [Option A: Respond to all objections/rejections / Option B: Amend the claims/specifications as follows]
- **Arguments:** [Provide brief summary of technical or legal arguments to be used]
- **Evidence:** [List any attached documents or evidence to be submitted]

We request that you provide us with a draft of the response for our review by [Insert Date].

Please acknowledge receipt of these instructions and confirm that the response will be filed before the statutory deadline.

Sincerely,

[Your Name]
[Your Title]
[Company Name]