Date: [Insert Date]

To:
[Associate Name/Firm Name]
[Address Line 1]
[Address Line 2]
[City, Country]

Re: Instruction to Request Substantive Examination

Applicant: [Insert Applicant Name]
Application No.: [Insert Application Number]
Filing Date: [Insert Filing Date]
Title of Invention: [Insert Title]
Our Ref: [Insert Your Reference Number]

Dear [Name of Contact Person],

With reference to the above-mentioned patent application, we hereby instruct you to formally request a Substantive Examination with the [Insert Name of Patent Office, e.g., USPTO, EPO, JPO].

Please proceed as follows:

- File the request for examination before the deadline of [Insert Deadline Date].
- Pay the prescribed examination fees on our behalf.
- [Optional] Amend the claims as per the attached document prior to filing the request.
- [Optional] Submit the enclosed Information Disclosure Statement (IDS) or prior art references.

Kindly confirm receipt of these instructions and provide us with a copy of the official filing receipt once the request has been submitted.

Should you require any further information or documentation to complete this filing, please contact us immediately.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]