Date: [Insert Date]

To:
[Foreign Associate Name]
[Firm Name]
[Address]
[City, Country]

RE: INSTRUCTION FOR EUROPEAN PATENT VALIDATION

European Patent No.: [Insert EP Patent Number]
Application No.: [Insert Application Number]
Publication No.: [Insert Publication Number]
Grant Date (B1): [Insert Date of Mention of Grant]
Proprietor: [Insert Client/Owner Name]
Our Ref: [Insert Your Internal Reference]

Dear Colleagues,

We represent the Proprietor of the above-referenced European Patent. We hereby instruct your firm to proceed with the validation of this patent in **[Name of Country]**.

In connection with these instructions, please find attached/enclosed:

- A copy of the EP B1 specification;
- A signed Power of Attorney (if required);
- [List any other required documents, e.g., translation of claims].

Instructions:

1. Please file the necessary translation and pay all required official fees to effect validation.
2. Please confirm the deadline for completing validation in your jurisdiction.
3. Please confirm the receipt of these instructions and provide us with your formal acknowledgment.
4. Upon completion, please provide us with the national publication number and the date by which the next renewal fee is due.

Kindly keep us informed of all developments regarding this matter.

Sincerely,

[Your Name/Signature]
[Your Firm Name]