Date: [Insert Date]

To:
[Law Firm/Patent Agency Name]
[Address]
[City, State, Zip Code]

Attention: [Attorney/Agent Name]

RE: Letter of Instruction for Payment of Grant and Issue Fees

Application Number: [Insert Application Number]
Filing Date: [Insert Filing Date]
Patent Title: [Insert Title of Invention]
Client Reference Number: [Insert Reference Number]

Dear [Attorney/Agent Name],

We are in receipt of the Notice of Allowance dated [Insert Date of Notice] for the above-referenced patent application.

We hereby instruct you to proceed with the payment of the issue fee and any other applicable publication or grant fees required by the [Insert Patent Office Name, e.g., USPTO] to bring this application to issuance.

Please confirm the following:

- The entity status remains [Small Entity / Micro Entity / Large Entity].
- All necessary formal documents (e.g., formal drawings or declarations) have been filed.
- The inventors' names and the assignee information are correct as currently recorded.

Please charge the necessary fees to our account on file or provide an invoice for immediate payment. We request that you provide us with a copy of the filing receipt or confirmation once the payment has been processed.

Should you have any questions regarding these instructions, please contact [Insert Contact Person Name] at [Insert Phone/Email].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]