

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Patent Grant and Termination of Representation

Matter Name: [Matter Name/Description]

Patent Number: [Patent Number]

Issue Date: [Date of Issuance]

Dear [Client Name],

We are pleased to inform you that the United States Patent and Trademark Office (USPTO) has officially issued the patent referenced above. Enclosed you will find the original patent grant document.

With the issuance of this patent, our legal services regarding this specific matter are now complete. Accordingly, our professional relationship for this particular file is now concluded, and we will be closing our internal file.

Please be advised of the following critical post-grant responsibilities:

- **Maintenance Fees:** To keep the patent in force, maintenance fees must be paid to the USPTO at 3.5, 7.5, and 11.5 years after the date of grant. Failure to pay these fees will result in the expiration of your patent.
- **Future Monitoring:** Our firm will not be responsible for tracking these deadlines or monitoring for potential infringements unless a new, separate engagement agreement is executed.
- **Record Keeping:** We recommend that you keep the original patent document in a secure location. We will retain our file for [Number] years, after which it will be destroyed in accordance with our retention policy.

It has been a pleasure assisting you with this intellectual property matter. If you require legal assistance in the future regarding this patent or other innovations, please do not hesitate to contact us.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]