



UNITED STATES PATENT AND TRADEMARK OFFICE

Chief Financial Officer

First Name Last Name
Title
Company
Department
Address 1
Address 2
City, State ZIP

Today's date

Dear First Name Last Name:

As one of the top patent-generating businesses in the United States, we would greatly appreciate your participation in a brief survey sponsored by the United States Patent and Trademark Office (USPTO).

We are trying to improve our internal efficiency and the quality of the services we provide to you. To accomplish this, we need more accurate and comprehensive information on the future demand for patent protection. We have initiated the "**USPTO Patent Application Forecasting Program**" to improve our forecasting, and this survey is a major part of that program. We will refine and improve this process over the next several years and hope that we can count on your continuing support.

For your convenience, the USPTO is providing two methods -- mail or internet -- for you to respond:

1. A copy of the questionnaire is enclosed. You may complete and return your copy in the business reply envelope provided.
2. You may take advantage of our on-line option to complete the survey accessing the following URL, www.xxx.xxx.xxx and use the 6-digit access code, xxxxxx.
3. In the event we do not receive your completed survey during the next two weeks, our survey contractor, XXX, will phone you. If you wish to provide your responses at that time, you are welcome to do so.

The enclosed questionnaire asks you to provide the total number of utility patent applications your institution filed in 20XX and expected filings in 20XX to 20XX. In addition, we would like to know how many patent applications you expect to file abroad, particularly in Europe and Japan.

Your participation is voluntary. The USPTO and XXX have established standards and procedures to assure that all responses remain strictly confidential. The purpose of the USPTO Patent Application Forecasting Program is to compile information on patent trends at the macro level and not at the firm or individual level. All records housed by XXX will separate corporate identity from response data, and the names of the participating firms or individuals and their corresponding responses are not released to anyone, including the USPTO. In addition, the survey information obtained from each respondent is recorded and maintained in a secure database by XXX for about 90 days.

Please return the enclosed questionnaire using the pre-addressed postage paid envelope or complete the survey online by xx. Please contact XXX at XXX at xxx-xxx-xxxx or at xxx.xxx@xxx.xxx. We look forward to hearing from you. Thank you.

Sincerely,



UNITED STATES PATENT AND TRADEMARK OFFICE

Chief Financial Officer

Anthony P. Scardino
Chief Financial Officer