



## UNITED STATES PATENT AND TRADEMARK OFFICE

---

Chief Financial Officer

First Name Last Name  
Street  
City, State ZIP

Today's Date

Dear First Name Last Name:

As one of the top patent-generating corporations with headquarters in the United States, your company has been selected to participate 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 hope that we can count on your support.

XXX, our survey contractor, will mail you a questionnaire shortly where you will be asked to provide the total number of utility patent applications your company filed in 20XX and expected filings in 20XX to 20XX. In addition, we will ask how many patent applications your company expects to file abroad, particularly in Europe and Japan.

If the address we have for you is incorrect or if you are not the person to complete the survey, please provide the correct contact information in the space below and mail this letter back to XXX in the pre-addressed, postage-paid return envelope:

Name:

Job Title:

Company Name:

Company Address:

Phone Number:

Thank you in advance for your participation.

Sincerely,

Anthony P. Scardino  
Chief Financial Officer