

Certificate Email Example

Hello,

Attached is the Certificate of Attendance for USPTO LED Course STEPP: Agent/Attorney 4-day course in the virtual environment.

We hope you enjoyed the course. In an effort to continue improving our offerings please remember to take a few moments to complete our survey linked to below.

Survey: https://www.surveymonkey.com/r/STEPP_Eval

The survey link will be available until [DATE].

If you would like to share with us your case reporting tracker you can do so by email to the STEPP@uspto.gov mailbox.

Regards,

NAME

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995, unless the information collection has a valid OMB Control Number. The OMB Control Number for this information collection is 0651-0080. Public burden for this survey is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the Office of the Chief Administrative Officer, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313-1450 or email InformationCollection@uspto.gov.