

[Printed name and address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Re: Patent number <<patent number>> <<name of owner>>

Dear <<name>>,

We, <<insert business name>>, a <<insert brief details of patent>> vementioned patent, which relates to <<insert brief details of patent>> are enclosed in Schedule 1. The patent was first applied for [by us] and details of original owner>>] on <<date>>, was granted on <<date>> to us on <<date>> by <<insert name and details of assignor>>].

[On <<date>> we became aware <<insert description of activity>>. We feel that, in light of this, it is necessary <<insert details of alleged infringement>>. We feel it is necessary for us to discuss the matter further in order to better understand our res <<insert details of alleged infringement>> activities. We are not, at this point, accusing you of unlawful infringe <<insert details of alleged infringement>> we are of the opinion that further investigation is necessary and would <<insert details of alleged infringement>>].

We look forward to your response <<insert details of alleged infringement>> matter can be resolved quickly and without complication.]

OR

[On <<date>> we became aware <<insert details of alleged infringement>>. [Please also refer to the enclosed <<insert details of alleged infringement>>].

We consider that this activity falls <<insert details of alleged infringement>> claim(s) <<patent claims>> of our patent and thus constitutes a prima facie <<insert details of alleged infringement>> patent in violation of section 60(1) Patents Act 1977.

As our consent to use the patent <<insert details of alleged infringement>> either sought nor granted we must inform you that we find your activity <<insert details of alleged infringement>> we hereby request that you take the following action within <<insert details of alleged infringement>> d, e.g. 14 days>>:

- a) [Cease all conduct <<insert details of alleged infringement>> s letter, namely <<describe the alleged infringement>>]
- b) [Provide to us full details of <<insert details of alleged infringement>> applies that fall within the scope of the conduct complained of, <<insert details of alleged infringement>> limited to, full details of quantities supplied, prices (costs) <<insert details of alleged infringement>> s), <<insert further information required>>:] **AND/OR**

- c) [Deliver to us any goods and other materials in your possession that fall within the scope of the conduct complained of in this letter and to continue to do so for the period of goods and other materials that may come into your possession or control during the period of goods and other materials that may come into your possession or control within that same scope within <<insert period, e.g. 30 days>>]
- d) [Use your best endeavours to remove from your stocks of any infringing items from your possession or control within that same scope within <<insert period, e.g. 30 days>>]
- e) [Deliver to us a written statement confirming that you will desist forthwith from the conduct complained of in this letter]
- f) [Deliver to us a written statement confirming that you will pay to us any and all such damages or profits or such sums as may be claimed in proceedings complained of above as may be determined by the court;] **AND/OR**
- g) [Deliver to us a written statement confirming that you have fully complied with the order of the court in the proceedings complained of in part b) are accurate]

We expect your acknowledgement of our requests by <<insert date>>. If it becomes necessary for us to commence proceedings at any time and without further notice, we shall be entitled to remedies including, but not limited to, an injunction, damages, costs and interest, or delivery up (or destruction) of the offending materials.]

Yours faithfully,

<<insert name and position, where appropriate>>