

[Print details of your company 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>>, are writing to you in relation to the abovementioned patent, which relates to <<insert brief details of patent>>. The details of the patent are enclosed in Schedule 1. The patent was first applied for [by us] <<insert name and details of original owner>>] on <<date>> and details of original owner>>] on <<date>>, was granted on <<date>> by <<insert name and details of assignor>>] to us on <<date>> by <<insert name and details of assignor>>].

[On <<date>> we became aware of <<insert description of activity>>. We feel that, in light of this, it is necessary for us to discuss the matter further in order to better understand our respective activities. We are not, at this point, accusing you of unlawful infringement. However, we are of the opinion that further investigation is necessary and would be grateful if you could provide us with a description of the activity.]

We look forward to your response so that the matter can be resolved quickly and without complication.]

OR

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

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

As our consent to use the patent has not been sought nor granted we must inform you that we find your activity to be in breach of the patent. We hereby request that you take the following action within <<insert period, e.g. 14 days>>:

- a) [Cease all conduct which falls within the scope of the patent, namely <<describe the alleged infringement>>]
- b) [Provide to us full details of the conduct complained of, including the quantities supplied, prices (costs) <<insert further information required>>]; **AND/OR** [Provide to us full details of the conduct complained of, including the quantities supplied, prices (costs) <<insert further information required>>];

- 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 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 and delivery to third parties]
- e) [Deliver to us a written declaration that you will desist forthwith from the conduct complained of]
- f) [Deliver to us a written declaration that you will pay to us any and all such damages or profits as may be claimed in the proceedings complained of above as may be determined by the court;] **AND/OR**
- g) [Deliver to us a written declaration, signed with a statement of truth, from a properly authorised person, confirming that you have fully complied with the order of the court and that the details required under part b) are accurate]

We expect your acknowledgement of our response to our requests by <<insert date>>. If it becomes necessary to commence proceedings, which may be issued 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>>

STOP
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