

## ANNEX 11

**Your reference**  
**Our reference**

(Date)

Dear Sirs

**Patents Act 1977: Patents Rules 2007**  
**Patent No XXXXXXXXXX**

1. Please find attached a copy of the letter sent to you on XXXXXXXXXX. As you will have noticed, the deadline for responding has now passed and we have yet to hear from you regarding this matter.
2. Please file a response by XXXXXXXXXX otherwise the reinstatement of your application will be refused.

Yours faithfully

XXXXXXXXXXXXX  
Patent Restorations Manager