



DATE: [Date]

TO: Lawrence Berkeley National Laboratory Patent Office
Cheryl Fragiadakis, M/S 90R-1070

DOE Patent Counsel at the Berkeley Site Office
Gary Drew, M/S 90-1023

FROM: _____
LBNL Procurement, M/S 90-1071-Proc

SAMPLE

SUBJECT: Patent Close-out Notice for LBNL R&D or Consultant Subcontract

[Use this paragraph if the Subcontract has been / is being cancelled.]

This is to advise that the following LBNL subcontract, for which a patent information memorandum was issued to you, is considered cleared for patents because the LBNL principal investigator has advised that none of the subcontract work was performed, no invoices have been received, and the subcontract has been cancelled.

[OR- Use this paragraph if the Subcontractor has failed / refused to provide a completed and signed Patent Certification Form, after two or more requests over at least a three month period.]

This is to advise that the following LBNL subcontract, for which a patent Information memorandum was issued to you, is considered cleared for patents because the subcontract work has been completed since _____, and the subcontractor has failed, after repeated requests, to disclose any subject inventions as required by the patent rights clause of the subcontract.

<p>Subcontractor/Consultant: _____</p> <p>Subcontract Number: _____</p>

If you have any questions, please contact me at extension _____