



**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 \_\_\_\_\_

**SUBJECT:** Patent Close-out Notice for LBNL DOE Contractor Order

**SAMPLE**

This is to advise that the following LBNL DOE Contractor Order, for which a patent information memorandum was issued to you, is considered cleared for patents because it is exempt from the patent certification requirement, per LBNL Procurement Standard Practice (SP) 27.1, *Patents, Data, and Copyright*, due to the work being performed under the DOE Contractor's prime contract.

**Subcontractor:** \_\_\_\_\_  
**Subcontract Number:** \_\_\_\_\_

If you have any questions or wish additional information, please contact me at extension \_\_\_\_\_ or \_\_\_\_\_@lbl.gov.