

Applicant Letterhead

Date of Letter

The Registrar
Vanuatu Intellectual Property Office
Ministry of Trade, Tourism & Industry
P.M.B 9056
Port Vila

Dear Sir,

SUBJECT: APPLICATION FOR [Enter your requested service here]: [Trademark Name] in Class(es) [Class number];

Please find herewith the following attached documents;

- I. Complete Application form for *[Requested services underlining]*
- II. Copy of payment receipt or cheque
- III. Power of Attorney (authorisation of agent)
- IV. (in case of priority application for new registration, please attached a copy of application made to convention country)

Please proceed with *[Enter requested service]* of the above trademark.

Contact us if you have any queries on this application and we looking forward for your confirmation that this application has been approve and processed.

Yours faithfully

[Signature]

[Title]