

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST: Trademark Infringement of [Your Trademark Name]

Dear [Recipient Name],

I am writing to notify you that [Your Company Name] owns the trademark rights to "[Your Trademark Name]," which is registered with the [Name of Trademark Office, e.g., USPTO] under Registration Number [Registration Number]. This trademark has been in continuous use since [Date of First Use].

It has come to our attention that your business is using the mark "[Infringing Mark]" in connection with [Description of Infringing Activity, e.g., your website, product packaging, or advertising]. Your use of this mark is unauthorized and is likely to cause confusion, mistake, or deception among consumers regarding the source of your goods or services.

Your actions constitute trademark infringement and unfair competition under applicable laws. We take the protection of our intellectual property seriously and must insist that you immediately cease any and all use of the infringing mark.

To resolve this matter without further legal action, we demand that you provide written assurance by [Deadline Date, e.g., 10 business days from now] that you have:

- Discontinued all use of the mark "[Infringing Mark]";
- Removed the mark from all digital platforms, including websites and social media;
- Destroyed or rebranded all physical inventory and promotional materials containing the mark.

If we do not receive a response confirming your compliance by the aforementioned date, we will be forced to consider all available legal remedies to protect our rights, including seeking injunctive relief and monetary damages.

This letter is sent without prejudice to our rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]