

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST TRADEMARK INFRINGEMENT

Dear [Recipient Name],

This law firm represents [Client Name] ("Our Client") in intellectual property matters. Our Client is the owner of the trademark "[Trademark Name]," which is registered with the [Country/Region] Patent and Trademark Office under Registration No. [Registration Number] (the "Mark").

It has come to our attention that your company is using the Mark, or a confusingly similar imitation thereof, in connection with [Describe Infringing Activity, e.g., your website, marketing materials, or product packaging] located at [URL or Location].

Your unauthorized use of the Mark constitutes trademark infringement, unfair competition, and false designation of origin. Such use is likely to cause confusion among consumers and dilutes the distinctiveness of Our Client's brand. Under applicable law, Our Client is entitled to seek injunctive relief, damages, and legal fees.

On behalf of Our Client, we demand that you immediately:

1. Cease and desist all use of the Mark or any mark confusingly similar thereto;
2. Remove the Mark from all digital platforms, websites, and social media accounts under your control;
3. Destroy all physical materials, including signage, packaging, and advertising, bearing the Mark; and
4. Provide written assurance to this office by [Deadline Date] that you have complied with these demands.

Our Client prefers to resolve this matter amicably; however, if we do not receive a satisfactory response by the aforementioned date, we are prepared to take all necessary legal action to protect Our Client's intellectual property rights.

This letter is sent without prejudice to Our Client's rights and remedies, all of which are expressly reserved.

Sincerely,

[Attorney Name]
[Law Firm Name]