

**SENT VIA [REGISTERED MAIL / EMAIL]**

Date: [Insert Date]

To: [Name of Infringing Party/Registered Agent]

Address: [Company Address]

Email: [Email Address]

**RE: NOTICE TO CEASE AND DESIST - TRADEMARK INFRINGEMENT**

Dear [Name of Contact Person or Company Name],

I am writing to you on behalf of [Your Name or Company Name] ("Owner"). Owner is the proprietor of the trademark "[Insert Trademark Name]," which is registered with the [Insert Trademark Office, e.g., USPTO] under Registration No. [Insert Number] for the following goods/services: [Insert Description].

It has come to our attention that your company is using the mark "[Insert Infringing Mark]" in connection with your commercial activities on [Insert Website URL, Social Media Handle, or Physical Location]. Specifically, you are [Describe the infringement, e.g., selling products, using the logo in advertising, etc.].

Your unauthorized use of this mark is likely to cause confusion, mistake, or deception among consumers regarding the source of your goods/services and falsely suggests an affiliation with or endorsement by Owner. This constitutes trademark infringement and unfair competition under applicable laws.

**Accordingly, we demand that you immediately:**

1. Cease and desist all unauthorized use of the trademark "[Insert Trademark Name]" or any confusingly similar mark;
2. Remove the mark from all websites, social media accounts, marketing materials, and product packaging;
3. Destroy or delete all infringing materials currently in your possession; and
4. Provide written assurance by [Insert Date, e.g., 10 business days from now] that you have complied with these demands.

Owner prefers to resolve this matter amicably. However, if you fail to respond or comply with these demands by the date specified above, we will be forced to consider further legal action to protect our intellectual property rights, which may include seeking injunctive relief and monetary damages.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Contact Information]