

VIA [INSERT METHOD: E-MAIL / CERTIFIED MAIL]

Date: [Insert Date]

To: [Insert Name of Infringing Party]

[Insert Address]

[Insert City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST - TRADEMARK INFRINGEMENT

Dear [Insert Name of Recipient or Business Name],

It has come to our attention that your business is using the trademark "[Insert Infringing Mark]" in connection with [Insert Description of Goods or Services].

[Insert Name of Your Company/Your Name] is the owner of the trademark "[Insert Your Trademark Name]," which is registered with the [Insert Name of Trademark Office, e.g., USPTO] under Registration No. [Insert Registration Number]. Our mark has been in continuous use since [Insert Date of First Use].

Your unauthorized use of a mark that is identical or confusingly similar to our registered trademark constitutes trademark infringement and unfair competition under applicable laws. Such use is likely to cause confusion among consumers and dilutes the distinctiveness of our brand.

We hereby demand that you immediately:

- Cease and desist from all further use of the mark "[Insert Infringing Mark]" or any confusingly similar variations.
- Remove the mark from all websites, social media profiles, advertising materials, and physical signage.
- Cancel any pending orders or production for goods bearing the mark.
- Provide written assurance by [Insert Deadline Date, e.g., 10 days from today] that these steps have been taken.

This letter is a formal notice to give you the opportunity to resolve this matter amicably. However, please be advised that if you do not comply with these demands by the date specified above, we are prepared to take further legal action to protect our intellectual property rights, which may include seeking injunctive relief and monetary damages.

We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]
[Your Phone Number]
[Your Email Address]