

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: CEASE AND DESIST - TRADEMARK INFRINGEMENT

Dear [Recipient Name],

It has come to our attention that your company is using the mark "[Infringing Mark]" in connection with [Describe goods/services].

We are the owners of the trademark "[Your Trademark]," which is registered with the [Name of Trademark Office, e.g., USPTO] under Registration Number [Registration Number]. Our mark has been in continuous use since [Date of First Use] and has acquired significant goodwill and recognition in the marketplace.

Your unauthorized use of a confusingly similar mark 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.

Formal Demand:

To avoid formal legal proceedings, we demand that you immediately:

- Cease and desist all use of the mark "[Infringing Mark]" and any other mark confusingly similar to ours.
- Remove the mark from all websites, social media profiles, marketing materials, and signage.
- Cancel any pending trademark applications or domain name registrations containing the mark.
- Confirm in writing by [Deadline Date] that you have complied with these demands.

This letter is sent without prejudice to our rights and remedies, all of which are expressly reserved, including the right to seek monetary damages and injunctive relief.

We expect your prompt cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]