

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [Recipient Company Name] is using the mark "[Infringing Mark]" in connection with [Describe goods/services or website].

[Your Company Name] is the owner of the trademark "[Your Trademark]", which is registered with the [Name of Trademark Office, e.g., USPTO] under Registration No. [Registration Number]. We have used this mark in commerce since [Date of First Use] for [Describe your products/services].

Your unauthorized use of a confusingly similar 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 brand.

We hereby demand that you:

- Immediately cease and desist from all use of the mark "[Infringing Mark]" or any mark confusingly similar to "[Your Trademark]".
- Remove the mark from all websites, social media profiles, advertising materials, and product packaging.
- Confirm in writing by [Deadline Date] that you have complied with these demands.

If you fail to comply with this demand within the specified timeframe, we will be forced to take 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 [Your Company Name]'s rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]