

[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 business is using the trademark "[Trademark Name]" in connection with [Description of Infringing Use, e.g., your website, marketing materials, or product packaging].

We are the owners of the registered trademark "[Trademark Name]," registered with the [Name of Trademark Office, e.g., USPTO] under Registration Number [Registration Number]. Our trademark was first used in commerce on [Date] and has been used continuously since that time in connection with [Description of your goods or services].

Your unauthorized use of this mark is likely to cause confusion among consumers and constitutes trademark infringement and unfair competition under applicable laws. This unauthorized use devalues our brand and misleads the public into believing there is an affiliation or endorsement between our companies where none exists.

We hereby demand that you immediately:

1. Cease and desist all use of the trademark "[Trademark Name]" or any confusingly similar mark.
2. Remove the trademark from all websites, social media profiles, advertisements, and physical materials.
3. Destroy all inventory or promotional items bearing the infringing mark.
4. Provide written assurance by [Deadline Date] that you have complied with these demands.

Failure to comply with this request may leave us with no choice but to pursue formal legal action to protect our intellectual property rights, which may include seeking injunctive relief, monetary damages, and legal fees.

We hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]