

## **Sent via Certified Mail and Email**

Date: [Insert Date]

To: [Insert Recipient Name/Company Name]

Address: [Insert Recipient Address]

Email: [Insert Recipient Email]

### **RE: CEASE AND DESIST - TRADEMARK INFRINGEMENT OF [INSERT BRAND NAME]**

Dear [Insert Name of Infringer or Business Owner],

It has come to our attention that your business is using the name "[Insert Infringing Name]" in connection with [Insert Description of their Goods/Services].

Please be advised that [Insert Your Name or Company Name] is the owner of the trademark "[Insert Your Brand Name]". This mark is registered with the [Insert Trademark Office, e.g., USPTO] under Registration Number [Insert Number] and has been in use since [Insert Date].

Your unauthorized use of a confusingly similar mark constitutes trademark infringement, unfair competition, and false designation of origin. Your actions are likely to cause confusion among consumers and dilute the distinctive quality of our established brand.

#### **We hereby demand that you immediately:**

- Cease and desist from all use of the name "[Insert Infringing Name]" or any mark confusingly similar to "[Insert Your Brand Name]".
- Remove the infringing mark from all websites, social media profiles, marketing materials, and signage.
- Cancel any pending trademark applications or domain registrations involving this name.
- Provide written assurance by [Insert Deadline Date, e.g., 10 days from now] that you have complied with these demands.

If you fail to confirm compliance by the date specified above, we will be forced to take appropriate legal action to protect our intellectual property rights, which may include seeking injunctive relief and monetary damages.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]  
[Your Email Address]