

Date: [Insert Date]

VIA [Insert Method of Delivery, e.g., Certified Mail / Email]

To:

[Name of Infringing Party/Registered Agent]

[Company Name]

[Address]

[City, State, Zip Code]

[Email Address]

Re: CEASE AND DESIST - TRADEMARK INFRINGEMENT AND LOGO MISAPPROPRIATION

Dear [Name of Recipient],

I am writing to you on behalf of [Your Name or Your Company Name] regarding the unauthorized use of our federally protected trademark and logo.

1. Ownership of Intellectual Property

[Your Company Name] is the exclusive owner of the logo/trademark described as [Provide Description of Logo or Trademark Registration Number]. This mark has been used continuously in commerce since [Date] in connection with [Describe Goods or Services].

2. Identification of Infringement

It has come to our attention that you are using a logo that is identical or confusingly similar to our protected mark on [Describe where the logo is being used, e.g., your website at URL, social media profiles, or physical marketing materials]. This unauthorized use constitutes trademark infringement and misappropriation under federal and state laws.

3. Potential for Consumer Confusion

Your unauthorized use of this logo is likely to cause confusion, mistake, or deception among consumers, leading them to believe that your products or services are affiliated with, sponsored by, or endorsed by [Your Company Name].

4. Formal Demand

To protect our intellectual property rights, we hereby demand that you immediately:

- Cease and desist all unauthorized use of our logo and any marks confusingly similar thereto;
- Remove the infringing logo from all websites, social media accounts, and digital platforms;
- Destroy all physical materials, including signage, stationery, and packaging, that bear the infringing logo;
- Provide written assurance to our office by [Insert Date, e.g., 10 business days from now] that these actions have been completed.

5. Reservation of Rights

This letter is sent without prejudice to our rights, all of which are expressly reserved. If you fail to comply with these demands by the date specified above, we will be forced to take further legal action, 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/Company]

[Your Phone Number]

[Your Email]