

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Trademark Availability Search - "[Proposed Trademark]"

Dear [Client Name],

I have completed the initial trademark search for the mark "**[Proposed Trademark]**" in relation to **[Description of Goods/Services]**. The purpose of this search was to identify potential conflicts with existing marks registered or pending with the [Trademark Office Name].

1. Summary of Findings

Based on the preliminary results, the availability of this mark is: **[Low Risk / Moderate Risk / High Risk]**.

2. Search Results

- **Direct Matches:** [None / List direct matches found].
- **Similar Marks:** I identified [Number] marks that may be considered confusingly similar due to phonetic equivalence, visual appearance, or relatedness of services.
- **Potential Conflicts:** [Detail specific marks, e.g., Registration No. 123456 for "Mark Name"].

3. Legal Opinion

[Insert detailed analysis. Example: While no identical marks were found, the existence of "Similar Mark" presents a risk of a Likelihood of Confusion refusal during examination.]

4. Recommendations

Based on these findings, I recommend the following:

- [Option A: Proceed with filing the application.]
- [Option B: Modify the mark to increase distinctiveness.]
- [Option C: Conduct a Comprehensive Search including common law usage.]

5. Conclusion

Please note that this search is limited to the records of the [Trademark Office Name] and does not guarantee registration. If you would like to proceed with the filing, please let me know by [Date].

Sincerely,

[Your Name/Firm Name]

[Your Title]