

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Trademark Availability and Registration Strategy for "[Proposed Trademark]"

Dear [Client Name],

Pursuant to your request, I have conducted a preliminary clearance search and analysis for the trademark "[Proposed Trademark]" in connection with [Description of Goods/Services].

1. Search Results and Availability

Based on my search of the [Country, e.g., USPTO] database and common law sources, my findings are as follows:

- **Direct Hits:** [None / List any identical marks found].
- **Similar Marks:** [List confusingly similar marks and the risks they pose].
- **Risk Level:** [Low / Moderate / High] risk of a likelihood of confusion refusal or opposition.

2. Substantive Strength Analysis

The proposed mark is classified as [Fanciful / Arbitrary / Suggestive / Descriptive]. [Note if any portion of the mark requires a disclaimer or if it faces descriptiveness hurdles].

3. Recommended Registration Strategy

To maximize protection and the likelihood of successful registration, I recommend the following steps:

- **Filing Basis:** [Use in Commerce (1a) / Intent to Use (1b)].
- **International Classes:** [List Classes, e.g., Class 9, Class 25, Class 42].
- **Specimen Requirements:** [Describe what the client needs to provide as proof of use].

4. Cost Estimate and Timeline

The estimated government filing fees are [Amount] per class. Legal fees for preparation and filing are [Amount]. The typical timeline for initial examination is currently [Number] months.

5. Next Steps

Please review these findings. If you wish to proceed with the filing, please provide [Requirement, e.g., signed power of attorney/specimens] by [Date].

Sincerely,

[Your Name]

[Your Firm Name]