

Subject: Formal Notice of Trademark Infringement - [Your Trademark Name] - Ref: [Case Number or Date]

Dear [Recipient Name/Legal Department],

It has come to our attention that [Recipient Company Name] is using the mark "[Infringing Mark]" in connection with [Description of Infringing Activity/Products].

We are the owners of the registered trademark "[Your Trademark Name]," registered with the [Trademark Office Name, e.g., USPTO] under Registration Number [Registration Number].

Your unauthorized use of a mark that is identical or confusingly similar to our registered trademark constitutes trademark infringement and unfair competition. This activity is likely to cause confusion among consumers regarding the source or sponsorship of your products or services.

We demand that you immediately:

- Cease and desist all use of the mark "[Infringing Mark]."
- Remove the mark from all websites, social media, and marketing materials.
- Confirm in writing by [Date] that you have complied with these demands.

We hope to resolve this matter amicably; however, we reserve all rights to pursue further legal action to protect our intellectual property.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]