

SENT VIA REGISTERED MAIL / EMAIL

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF ANTICIPATED TRADEMARK LITIGATION AND DEMAND TO CEASE AND DESIST

Dear [Recipient Name],

This law firm represents [Your Company Name] ("Client") in matters concerning its intellectual property rights. It has come to our attention that your use of the mark "[Infringing Mark]" in connection with [Description of Recipient's Goods/Services] infringes upon our Client's registered trademark, "[Your Trademark Name]," Registration No. [Registration Number].

Our Client's mark has been in continuous use since [Year] and has acquired significant goodwill and secondary meaning in the marketplace. Your unauthorized use of a confusingly similar mark is likely to cause consumer confusion, mistake, or deception as to the source or affiliation of your products.

LEGAL NOTICE: Please be advised that this letter serves as formal notice of a potential legal dispute. Our Client is prepared to pursue all available legal remedies, including injunctive relief, recovery of profits, actual damages, and legal costs, to protect its intellectual property.

To avoid formal litigation, we demand that you immediately:

- Cease and desist all use of the mark "[Infringing Mark]" and any confusingly similar variations;
- Remove the mark from all websites, social media accounts, and marketing materials;
- Cancel any pending trademark applications for the infringing mark;
- Provide written confirmation of your compliance with these demands by [Date/Deadline].

LITIGATION HOLD NOTICE: In anticipation of potential litigation, you are hereby directed to preserve all documents, communications, and electronic data related to the selection, use, and marketing of the mark in question. Failure to preserve such evidence may result in legal sanctions for spoliation.

We hope to resolve this matter amicably; however, if we do not receive a satisfactory response by the aforementioned date, our Client will take all necessary actions to protect its rights without further notice.

Sincerely,

[Your Name/Signature]

[Your Law Firm/Company Name]

[Phone Number]

[Email Address]