

**Sent via Certified Mail - Return Receipt Requested**

**Date:** [Date]

**To:**

[Infringing Party Name]  
[Infringing Party Address]  
[City, State, Zip Code]

**Re: NOTICE OF INTENT TO FILE LAWSUIT FOR TRADEMARK INFRINGEMENT**

To [Name of Contact Person or Business Owner],

This law firm represents [Your Company Name] (the "Owner") regarding its intellectual property rights. On [Date of Previous Cease and Desist Letter], we sent you a formal demand to cease and desist all unauthorized use of the trademark "[Trademark Name]" (the "Mark").

The Mark is registered with the United States Patent and Trademark Office (Registration No. [Number]) and is used in connection with [Description of Goods/Services]. Your continued use of the Mark, or a confusingly similar mark, in connection with [Description of Infringing Activity] constitutes willful trademark infringement, unfair competition, and false designation of origin under the Lanham Act.

Despite our prior notice, you have failed to comply with our demands. Please be advised that we have been instructed by our client to initiate a formal civil action against you in [Name of Court] to seek:

- A permanent injunction against further use of the Mark;
- Actual damages and/or your profits resulting from the infringement;
- Treble damages (triple the amount of actual damages) for willful infringement;
- Statutory damages (if applicable); and
- Recovery of our client's attorney's fees and legal costs.

This is your final opportunity to resolve this matter without litigation. We will withhold the filing of the complaint until [Deadline Date/Time, e.g., 5:00 PM on Friday, October 27, 2023]. If we do not receive written confirmation by that time that you have permanently ceased all infringing activities and removed all infringing materials from the marketplace, we will proceed with the lawsuit immediately.

Govern yourself accordingly.

Sincerely,

[Your Name/Signature]  
[Your Title/Law Firm Name]

[Your Phone Number]  
[Your Email Address]