

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Legal Professional Name]
[Law Firm/Consultancy Name]
[Address]
[City, State, Zip Code]

RE: Referral for Trademark Infringement Assessment - [Your Trademark Name/Registration Number]

Dear [Recipient Name],

I am writing to formally request a professional legal assessment regarding a potential trademark infringement matter involving our registered trademark, "[Insert Trademark Name]."

We have identified a third party, [Name of Alleged Infringer], currently operating at [URL or Physical Address], who is using a mark that we believe is confusingly similar to our own. Specifically, the following activities have been observed:

- [Description of the infringing mark/logo]
- [Goods or services being offered by the third party]
- [Evidence of consumer confusion, if any]

I have enclosed the following documents for your review:

- Copies of our trademark registration certificates.
- Comparison images/documentation of the two marks.
- A timeline of our first use of the mark in commerce.

We request that you evaluate the strength of our infringement claim and provide advice on the following:

1. The likelihood of confusion between the two marks.
2. The potential for a "Cease and Desist" action.
3. The risks and estimated costs associated with further legal enforcement.

Please let us know your availability for a preliminary consultation and provide your standard fee schedule for this type of assessment.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]