

Date: [Insert Date]

To: [Recipient Name/Associate Firm Name]

[Address]

[City, Country]

Re: International Trademark Filing Strategy for [Client Name]

Dear [Name],

We are writing to refer our client, [Client Name], to your firm for assistance in developing and executing an international trademark filing strategy.

The client currently holds the following core mark(s):

Mark: [Insert Trademark Name]

Current Registration/Application No: [Insert Number]

Classes: [Insert Class Numbers]

Our client is looking to expand their brand presence into the following jurisdictions: [List Target Countries/Regions]. We would appreciate your professional advice regarding:

- The feasibility of using the Madrid Protocol versus direct national filings.
- Preliminary availability searches in the specified jurisdictions.
- Potential local conflicts or absolute grounds for refusal.
- Estimated costs for filing and prosecution through to registration.

Please review this request and provide us with your initial thoughts and a fee estimate. If you have any conflicts of interest regarding this matter, please notify us immediately.

We look forward to collaborating with you on this expansion.

Sincerely,

[Your Name]

[Your Law Firm]

[Contact Information]