

Sent via Certified Mail

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

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice to Cease and Desist - Trademark Infringement of [Your Trademark Name]

Dear [Recipient Name],

I am writing to you in good faith regarding your use of the name/mark "[Infringing Mark Name]" in connection with [Describe the Recipient's Goods/Services].

It has come to my attention that your use of this mark is confusingly similar to my trademark, "[Your Trademark Name]," which has been in use since [Date of First Use] and is registered with the [Name of Trademark Office, e.g., USPTO] under Registration No. [Registration Number, if applicable].

As the owner of this trademark, I have exclusive rights to its use in commerce. Your unauthorized use of a similar mark is likely to cause consumer confusion and constitutes trademark infringement under applicable laws. We believe you may be unaware of our prior rights, and therefore we are providing you this opportunity to resolve this matter amicably.

I hereby request that you:

- Immediately cease and desist from all further use of the mark "[Infringing Mark Name]" or any mark confusingly similar to "[Your Trademark Name]";
- Remove the mark from all websites, social media profiles, marketing materials, and signage;
- Provide written assurance by [Deadline Date] that you have complied with these requests.

I prefer to resolve this matter without resorting to formal legal action. However, if I do not receive a response confirming your compliance by the date mentioned above, I will be forced to consider further legal steps to protect my intellectual property rights.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title/Capacity]