

SENT VIA CERTIFIED MAIL

Date: [Date]

To:

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

Re: NOTICE OF TRADEMARK INFRINGEMENT AND INTENT TO SUE

Dear [Name of Recipient/Legal Department],

This law firm represents [Your Name/Company Name] ("Owner") regarding its intellectual property rights. It has come to our attention that your use of the mark "[Infringing Mark]" in connection with [Description of Infringing Goods/Services] infringes upon the Owner's registered trademark, "[Your Trademark Name]."

Trademark Details:

Trademark: [Your Trademark Name]
Registration Number: [Registration Number]
Jurisdiction: [e.g., USPTO]
Date of Registration: [Registration Date]

Your unauthorized use of a confusingly similar mark constitutes trademark infringement, unfair competition, and false designation of origin under both federal and state laws. Your actions are likely to cause confusion, mistake, or deception among consumers as to the source of the goods/services.

Demand for Immediate Action:

To avoid formal legal proceedings, we demand that you immediately:

- Cease and desist all use of the mark "[Infringing Mark]";
- Remove the mark from all websites, social media, advertisements, and signage;
- Destroy or surrender all inventory and promotional materials bearing the mark;
- Provide written assurance by [Deadline Date] that you have complied with these demands.

Notice of Intent to Sue:

If you fail to comply with the demands set forth in this letter by [Deadline Date], we have been authorized by our client to initiate a formal lawsuit against you in the [Name of Court] to seek:

- A permanent injunction;
- Recovery of your profits;
- Actual and/or statutory damages;
- Attorney's fees and legal costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name/Attorney Name]

[Your Company/Law Firm Name]

[Phone Number]

[Email Address]