

Date: [Date]

VIA [Method of Delivery, e.g., Certified Mail / Email]

To:

[Recipient Name / Company Name]

[Recipient Address]

[City, State, Zip Code]

[Recipient Email Address]

Re: NOTICE OF TRADEMARK INFRINGEMENT

Dear [Recipient Name],

It has come to our attention that your business is currently using the mark "[Infringing Mark]" in connection with [Description of the Infringing Activity, e.g., your website, product packaging, or advertising].

I am writing to notify you that [Your Name or Company Name] is the owner of the trademark "[Your Trademark Name]," which is registered with the [Trademark Office Name, e.g., USPTO] under Registration Number [Registration Number]. This trademark was first used in commerce on [Date] and covers [List Goods/Services covered by the trademark].

Your use of the mark "[Infringing Mark]" is confusingly similar to our registered trademark and is likely to cause confusion, mistake, or deception among consumers regarding the source of your goods or services. This unauthorized use constitutes trademark infringement and unfair competition under applicable laws.

We hereby demand that you:

- Immediately cease and desist from all use of the mark "[Infringing Mark]" or any mark confusingly similar to ours.
- Remove the mark from all websites, social media profiles, marketing materials, and products.
- Confirm in writing by [Deadline Date] that you have complied with these demands.

We hope to resolve this matter amicably. However, if you do not comply with these demands by the date specified above, we will be forced to take further legal action to protect our intellectual property rights, which may include seeking injunctive relief and monetary damages.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]