

SENT VIA CERTIFIED MAIL

Date: [Insert Date]

To:

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

RE: TRADEMARK INFRINGEMENT NOTICE

Dear [Recipient Name],

It has come to our attention that your use of the mark "[Insert Infringing Mark Name]" in connection with [Insert Recipient's Business/Product Type] is confusingly similar to our federally registered trademark, "[Insert Your Trademark Name]."

Our trademark is registered with the United States Patent and Trademark Office (USPTO) under Registration Number [Insert Reg Number], dated [Insert Date of Registration]. We have used this mark extensively in commerce since [Insert Year of First Use] and have established significant goodwill in the name.

Your unauthorized use of this mark constitutes trademark infringement, unfair competition, and false designation of origin under the Lanham Act. Such use is likely to cause confusion, mistake, or deception among consumers regarding the source of your products or services.

Accordingly, we demand that you immediately:

- Cease and desist from all use of the mark "[Insert Infringing Mark Name]" or any confusingly similar mark;
- Remove the mark from all websites, social media platforms, marketing materials, and signage;
- Destroy all existing inventory and promotional materials bearing the infringing mark.

Please provide written confirmation by [Insert Deadline Date, e.g., 10 business days from now] that you have complied with these demands and will permanently refrain from any future use of the mark.

Failure to comply with this request may leave us with no choice but to pursue formal legal action to protect our intellectual property rights, including seeking injunctive relief and monetary damages.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]