

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Infringer/Company Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: NOTICE TO CEASE AND DESIST TRADEMARK INFRINGEMENT

Dear [Name of Recipient or CEO],

It has come to our attention that [Name of Infringing Entity] is using the mark "[Insert Infringing Mark]" in connection with [Insert Description of Infringing Activity/Products].

[Name of Your Company/Your Name] is the owner of the trademark "[Insert Your Trademark]," which is registered with the [Insert Trademark Office, e.g., USPTO] under Registration No. [Insert Registration Number] (the "Mark"). This Mark has been in use since [Insert Year/Date] and represents significant goodwill and brand recognition.

Your unauthorized use of a confusingly similar mark constitutes trademark infringement, unfair competition, and false designation of origin. Such use is likely to cause confusion among consumers and dilutes the value of our intellectual property rights.

WE HEREBY DEMAND THAT YOU:

- Immediately cease and desist all use of the mark "[Insert Infringing Mark]";
- Remove the mark from all websites, social media profiles, and digital advertisements;
- Destroy or cease distribution of all physical marketing materials, packaging, and signage bearing the mark;
- Provide written assurance by [Insert Deadline Date] that these actions have been taken.

If you fail to comply with these demands by the date specified above, we will be forced to take appropriate legal action to protect our rights, which may include seeking injunctive relief, monetary damages, and recovery of legal fees.

This letter is sent without prejudice to our rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Contact Information]