

SENT VIA REGISTERED MAIL / EMAIL

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST - TRADEMARK INFRINGEMENT

Trademark: [Your Trademark Name/Logo]

Registration Number: [Registration Number, if applicable]

Dear [Recipient Name],

We represent [Client Name] ("Our Client") in matters concerning intellectual property rights. It has come to our attention that your company is using the mark "[Infringing Mark]" in connection with [Description of Recipient's Goods/Services].

Our Client is the owner of the trademark "[Your Trademark Name]", which has been in continuous use since [Date] and is registered with the [Trademark Office Name] under Registration No. [Number]. This mark is a valuable asset representing Our Client's brand identity and goodwill.

Your unauthorized use of a confusingly similar mark is likely to cause consumer confusion, mistake, or deception as to the source of the goods/services. Such actions constitute trademark infringement, unfair competition, and dilution of our client's proprietary rights under [Applicable Law/Act].

To resolve this matter without formal legal proceedings, we demand that you:

- Immediately cease and desist all use of the mark "[Infringing Mark]" in all media, including websites, social media, and physical signage;
- Cancel all pending orders for materials bearing the infringing mark;
- Provide written assurance by [Deadline Date] that you have complied with these demands.

If we do not receive a satisfactory response by [Deadline Date], we will advise Our Client to take all necessary legal actions to protect their interests, which may include seeking injunctive relief, monetary damages, and legal fees.

This letter is sent without prejudice to Our Client's rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Name]
[Law Firm Name]
[Phone Number]
[Email Address]