

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Recipient/Infringing Party]

Address: [Insert Recipient Address]

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

RE: NOTICE OF INTENT TO LITIGATE - TRADEMARK INFRINGEMENT

Dear [Name of Recipient],

This letter serves as formal notice that [Your Name or Company Name] ("Owner") intends to initiate legal proceedings against you for the unauthorized use and infringement of the trademark "[Insert Trademark Name]" (the "Mark").

Owner is the registered owner of the Mark, registered with the [Insert Trademark Office, e.g., USPTO] under Registration Number [Insert Number]. Your current use of the Mark in connection with [Describe Infringing Activity, e.g., your website, product labeling, or advertising] constitutes trademark infringement, unfair competition, and false designation of origin under applicable laws.

On [Insert Date of Previous Communication], we sent a formal Cease and Desist letter requesting that you stop all use of the Mark. To date, you have failed to comply with our demands or provide satisfactory evidence that the infringement has ceased.

FINAL DEMANDS:

To avoid the commencement of a formal lawsuit, you must perform the following actions by [Insert Deadline Date, e.g., 5:00 PM on Friday]:

- Immediately and permanently cease all use of the Mark or any confusingly similar variations.
- Remove the Mark from all digital platforms, including websites, social media, and domain names.
- Destroy or deliver all physical materials, signage, and inventory bearing the Mark.
- Provide a written accounting of all profits derived from the unauthorized use of the Mark.

If we do not receive written confirmation of your full compliance by the deadline stated above, our legal counsel will be instructed to file a complaint in the [Insert Jurisdiction, e.g., Federal District Court] without further notice. We will seek all available remedies, including permanent injunctive relief, monetary damages, recovery of profits, and payment of our attorney's fees and legal costs.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]