

Date: [Insert Date]

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

To:

[Name of Recipient/Entity]

[Address]

[City, State, Zip Code]

[Email Address]

RE: NOTICE OF TRADEMARK MISAPPROPRIATION AND CEASE AND DESIST

To [Name of Recipient],

It has come to our attention that your use of the mark "[Insert Infringing Mark]" in connection with [Insert Description of their Goods/Services] is unauthorized and constitutes an infringement of the intellectual property rights owned by [Your Name or Company Name].

[Your Name/Company] is the owner of the trademark "[Insert Your Trademark]," which is registered with the [Insert Trademark Office, e.g., USPTO] under Registration No. [Insert Number] for [Insert Your Goods/Services].

Your unauthorized use of a confusingly similar mark is likely to cause consumer confusion, mistake, or deception regarding the source of the goods or services. This misappropriation unfairly trades upon the goodwill and reputation that we have built over time.

We hereby demand that you:

1. Immediately cease and desist from all further use of the mark "[Insert Infringing Mark]";
2. Remove the mark from all websites, social media profiles, marketing materials, and signage;
3. Confirm in writing by [Insert Date] that you have complied with these demands.

This letter is sent without prejudice to our rights and remedies, all of which are expressly reserved, including the right to seek monetary damages and injunctive relief.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Phone Number]