

SENT VIA EMAIL / REGISTERED MAIL

Date: [Insert Date]

To: [Name of Recipient/Business Name]

Address: [Insert Address]

Email: [Insert Email Address]

Re: NOTICE OF TRADEMARK INFRINGEMENT - [Insert Your Trademark Name]

Dear [Name of Contact Person or Company Representative],

I am writing to you on behalf of [Your Name or Company Name] regarding our registered trademark "[Insert Trademark Name]".

It has come to our attention that your business is currently using the mark "[Insert Infringing Mark/Name]" in connection with [Describe the infringing activity, e.g., your website, marketing materials, or product packaging].

Our trademark is registered with the [Insert Trademark Office, e.g., USPTO] under Registration Number [Insert Registration Number] and has been in use since [Insert Date of First Use]. This registration provides us with exclusive rights to use the mark in commerce regarding [Insert Class of Goods/Services].

We believe that your use of the mark is confusingly similar to our registered trademark and is likely to cause consumer confusion as to the source or affiliation of your goods/services. This constitutes trademark infringement and unfair competition under applicable laws.

At this stage, we wish to resolve this matter amicably. Therefore, we request that you take the following actions by [Insert Deadline Date, e.g., 10 business days from now]:

- Immediately cease and desist from all use of the mark "[Insert Infringing Mark]";
- Remove the mark from your website, social media profiles, and any digital platforms;
- Destroy or relabel any physical inventory or marketing materials bearing the mark;
- Confirm in writing that you have complied with these requests.

If we do not receive a response confirming your compliance by the date mentioned above, we may be forced to take further legal action to protect our intellectual property rights, which may include seeking injunctive relief and monetary damages.

Please contact us at [Insert Phone Number] or [Insert Email Address] to discuss this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]