

SENT VIA CERTIFIED MAIL AND EMAIL

Date: [Date]

To: [Name of Infringer/CEO]
[Company Name]
[Address]
[City, State, Zip Code]
[Email Address]

RE: FINAL NOTICE TO CEASE AND DESIST - TRADEMARK INFRINGEMENT

Dear [Name of Infringer],

This letter serves as a formal final demand regarding your unauthorized use of the trademark "[Trademark Name]" (the "Mark").

As previously stated in our correspondence dated [Date of First Letter], my company, [Your Company Name], holds the exclusive rights to the Mark, registered with the [Country/Region] Patent and Trademark Office under Registration No. [Registration Number].

It has come to our attention that despite our prior requests, you continue to use the Mark in connection with [describe infringing activity, e.g., your website, marketing materials, or product packaging]. This continued use constitutes willful trademark infringement, unfair competition, and false designation of origin.

FINAL DEMAND

To avoid immediate legal action, we demand that you perform the following by no later than [Deadline Date, e.g., 5:00 PM on Friday, October 20th]:

- Immediately and permanently cease all use of the Mark or any confusingly similar variations;
- Remove the Mark from all websites, social media accounts, and digital advertisements;
- Destroy or surrender all physical inventory, signage, and marketing materials bearing the Mark;
- Provide written confirmation that you have complied with these demands.

Failure to comply with this final demand will leave us with no choice but to initiate formal legal proceedings against you and your company. We will seek all available remedies, including but not limited to, permanent injunctive relief, monetary damages, recovery of your profits, and reimbursement of our legal fees and costs.

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

Governing yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]