TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Re: Trademark Infringement – Cease and Desist

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It has come to our attention that you are making unauthorized use of the trademark [Name of Trademark] by [Describe Infringement Use].

Under federal registration laws, we are the owners of the trademark [Name of Trademark] currently with the United States Patent and Trademark Office under the following registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Therefore, we have the right, including but not limited to, restrict, prevent or limit the use of our trademark in order to protect it against any misrepresentation.

We hereby demand that you immediately cease and desist in any additional use of our trademark that will likely cause misrepresentation in relation with distribution, advertising, identification, and sales of our products or services.

If you fail to comply with the aforementioned demand(s) within \_\_\_\_days we will have no choice but to pursue all legal causes of action, including the filing of a lawsuit to protect our interests. We remind you that this letter serves as a pre-suit notice for a lawsuit against you and failing to correct will likely make you liable for any damages the court determines we have suffered as a result of your infringement.

It is in our best interests to have this issue amicably settled in an effort to avoid further legal remedies as provided by State and Federal laws.