

# Trademark Rights Assertion Letter

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number] [Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

## Subject: Assertion of Trademark Rights

Dear [Recipient Name],

I am writing to formally assert the trademark rights of [Your Trademark] which is registered under [Registration Number] with the [Trademark Office]. Our company has utilized this trademark in commerce since [First Use Date], and it represents the quality and reputation of our products/services.

It has come to our attention that your company is using a similar mark, [Their Trademark], which may cause confusion among consumers and dilute the distinctiveness of our brand. We believe that such use infringes upon our trademark rights and misleads customers regarding the source of goods/services.

We request that you cease and desist from using [Their Trademark] or any similar mark in conjunction with your products/services. Please provide written confirmation by [Response Deadline] that you will comply with this request.

Failure to respond could result in us taking appropriate legal action to protect our trademark rights. We hope to resolve this matter amicably.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]