

# Brand Infringement Inquiry

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your Email Address]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Company Name] regarding an urgent matter of brand infringement. It has come to our attention that [describe the unauthorized use, e.g., "your company is using our trademarked logo on your website without our permission."]

[Your Company Name] holds the trademark for [insert trademark details], and we have not authorized any third-party use of this mark. The unauthorized use of our brand not only infringes our intellectual property rights but can also mislead consumers about the source of your products/services.

We request that you cease all unauthorized use of our trademarked material immediately. Please confirm in writing by [insert date] that you have taken appropriate actions to resolve this matter.

Should this matter not be resolved satisfactorily, we may be compelled to take further legal action to protect our brand.

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]