

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Trademark Office/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the trademark registration status for our established brand, [Brand Name], which we have been using since [First Use Date]. Our trademark is critical to our business, and we want to ensure that our rights are properly protected.

We would appreciate it if you could provide us with the current status of our application (Application Number: [Insert Application Number]), as well as any necessary steps that may be required from our side to ensure its successful completion.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]