

Trademark Registration Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the process and requirements for registering a trademark for our fashion brand, "[Brand Name]". As we are keen to protect our brand identity and intellectual property, we want to ensure that we follow the correct procedures.

Specifically, we would like to know the following:

1. What documents are required for the trademark application?
2. What is the typical timeline for the registration process?
3. Are there any particular fees or costs associated with the registration?
4. Any additional information that may assist us in this process.

We appreciate your assistance and guidance in this matter, and we look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]