

# Trademark Registration Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Trademark Office Name]

[Office Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the registration of an international trademark. My name is [Your Name], and I represent [Your Company/Organization Name]. We are interested in securing trademark protection for our brand, which is known as "[Brand Name]" within the industry.

We would like to understand the process, requirements, and any associated timelines for applying for international trademark registration. Additionally, we seek clarification on the costs involved and any specific documents required to initiate this process.

We appreciate your guidance on this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]