

# Trademark Registration Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Trademark Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the procedure for registering a trademark for my new business venture, [Your Business Name]. We are interested in protecting our brand and ensuring that our products/services have a unique identity in the marketplace.

Could you please provide information regarding:

- The application process
- Any specific requirements or documentation needed
- Estimated timeline for registration
- Associated fees

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

Sincerely,

[Your Name]