

[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Trademark Office Name]
[Trademark Office Address]
[City, State, Zip Code]

Dear [Trademark Office Contact/Title],

Subject: Inquiry Regarding Trademark Registration for Non-Profit Organization

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization's Name], a non-profit organization dedicated to [Brief Description of Your Organization's Mission].

We are interested in exploring the process of registering our trademark, which consists of [Description of the Trademark, e.g., logo, name, slogan]. We believe that securing this trademark is vital to protecting our brand and mission.

Could you please provide us with the necessary information regarding the trademark registration process applicable to non-profit organizations? Additionally, any guidance on required documents, associated fees, and timelines would be greatly appreciated.

Thank you for your assistance. We look forward to your prompt response so we can take the necessary steps to proceed with our trademark registration.

Sincerely,
[Your Name]
[Your Position]
[Your Organization's Name]