

# Trademark Registration Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

To Whom It May Concern,

I am writing to inquire about the process and requirements for registering a trademark for our upcoming product launch. The product, named "[Product Name]," is scheduled to launch on [Launch Date].

We would like to ensure that our trademark registration is completed in a timely manner to avoid any potential conflicts and to protect our brand. Please provide us with detailed information regarding the registration process, fees, timeline, and any necessary documentation.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]