

# Trademark Registration Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Trademark Office

[Trademark Office Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the process and requirements for trademark registration for our service-based company, [Company Name]. We provide [brief description of services] and would like to ensure that our brand is protected adequately.

Specifically, we are interested in the following:

- Application procedures for trademark registration
- Timeline for the registration process
- Fees associated with filing a trademark application
- Any additional documentation required

We appreciate your assistance and guidance in this matter. Please let us know if you require any further information from our side.

Thank you for your attention to this inquiry. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]