

Infringement Notice

Date: [Insert Date]

From: [Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Infringing Party's Name]

[Infringing Party's Address]

[City, State, Zip Code]

Dear [Infringing Party's Name],

We are writing to inform you that we have noticed unauthorized use of our trademark, [Trademark Name], in your products/services. This usage is in violation of our intellectual property rights and may cause confusion among consumers.

We kindly request that you cease and desist from the use of [Trademark Name] immediately. Please confirm in writing by [Insert Response Deadline] that you have taken the necessary actions to address this matter.

Failure to comply may result in further legal action to protect our brand.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]