

Trademark Encroachment Explanation

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Explanation of Trademark Encroachment

Dear [Recipient Name],

We are writing to address a concern regarding potential trademark encroachment involving the use of our registered trademark, "[Trademark Name]." As you may be aware, our trademark is protected under [relevant trademark law], and we take its usage seriously.

Upon review, it has come to our attention that your company has been using a mark that is similar to ours, which may cause confusion among consumers and dilute our brand identity. We believe this usage may infringe upon our trademark rights.

We value our relationship and hope to resolve this matter amicably. We kindly ask you to cease the use of the similar trademark and explore the possibility of discussing a mutually beneficial resolution.

Please respond to this letter by [insert response deadline], so we can discuss this issue further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]