

# Trademark Infringement Complaint

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the infringement of my registered trademark, [Trademark Name], which I have been using in connection with [describe goods/services] since [date of first use]. My trademark is registered with the United States Patent and Trademark Office under registration number [Registration Number].

It has come to my attention that you are using a similar mark "[Infringing Mark]" in your business activities which is likely to cause confusion among consumers and dilutes the distinctiveness of my trademark.

We request that you cease and desist from using the infringing mark immediately to avoid further legal action. Please confirm in writing by [date] that you have complied with this request.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company Name]