

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Trademark Misuse Warning

Dear [Recipient Name],

I am writing to formally address a matter concerning the misuse of our trademark, [Trademark Name], which is registered under [Registration Number]. It has come to our attention that your company is using our trademark in a manner that may cause confusion among consumers and infringe upon our rights.

Specifically, we have observed that [describe the misuse, e.g., the trademark is being used in promotional materials, on products, etc.]. This not only violates our trademark rights but may also result in damages to our brand and reputation.

We request that you immediately cease and desist from any further use of our trademark. We would appreciate your written confirmation of your compliance with this request by [specific date, usually 10-14 days from the date of this letter].

Failure to comply may compel us to take further legal action to protect our intellectual property rights.

Thank you for your attention to this serious matter. We hope to resolve this issue amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company]