

# Trademark Violation Notification

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## **[Recipient's Name]**

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

## **Subject: Trademark Violation Notification**

Dear [Recipient's Name],

I am writing to formally notify you that [Your Company Name] has discovered that your company is using a trademark that is confusingly similar to our registered trademark, [Trademark Name], which is registered with the [Trademark Office Name]. This unauthorized use is causing significant confusion among our customers and is infringing upon our rights.

We request that you immediately cease all use of our trademark in any form, including, but not limited to, advertising, promotional materials, and on your website. Additionally, we require that you provide us with written confirmation of your compliance by [date].

We hope to resolve this matter amicably and without the necessity of legal action. However, if we do not receive a satisfactory response, we will have no choice but to take further action to protect our trademark rights.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]