

Trademark Infringement Alert

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 believe your use of the mark "[Infringing Mark]" infringes upon our registered trademark "[Your Trademark]", which is protected under applicable trademark laws.

Your use of this mark in connection with [describe goods/services] is likely to cause confusion among consumers and dilutes our brand.

We request that you immediately cease and desist from all use of the "[Infringing Mark]", and confirm in writing by [response deadline, e.g., 14 days] that you will comply.

If we do not receive a satisfactory response within the specified time frame, we may be forced to take appropriate legal action to protect our trademark rights.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]