

Trademark Infringement Warning Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to you on behalf of [Your Company] regarding a serious matter concerning the unauthorized use of our trademark, [Trademark Name]. It has come to our attention that you are [describe the infringing activity, e.g., "using our trademark on your website/products without permission"] which constitutes trademark infringement.

As the owner of the registered trademark, we have the exclusive rights to its use in connection with our goods and services. The unauthorized use of [Trademark Name] has caused confusion among consumers and can potentially damage our brand's reputation.

We request that you cease and desist all use of our trademark immediately. Please provide a written response by [insert deadline, e.g., "within 10 days"], confirming that you have complied with our request.

If we do not receive a satisfactory response, we will be compelled to take further legal action to protect our trademark rights.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company]