

Unauthorized Trademark Use Complaint

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

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

Dear [Recipient's Name],

I am writing to formally notify you of unauthorized use of my trademark, [Trademark Name], which is registered under [Registration Number] at [Registration Office]. It has come to my attention that you are using this trademark without my permission in connection with [Description of Goods/Services].

This unauthorized use of my trademark is causing confusion among consumers and diluting the value of my brand. I request that you cease all use of [Trademark Name] immediately and provide written confirmation of such actions within [your preferred timeframe, e.g., 14 days].

If you do not comply with this request, I may have no choice but to pursue legal action to protect my rights.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]