

Letter of Amendment Request for Trademark Application

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

To:
[Trademark Office Name]
[Trademark Office Address]
[City, State, Zip Code]

Subject: Amendment Request for Trademark Application No. [Insert Application Number]

Dear [Trademark Office Contact/Examiner's Name],

I am writing to formally request an amendment to the trademark application submitted on [Insert Original Submission Date] for the business name "[Insert Original Business Name]."

We would like to amend the application to reflect the following changes:

- Change of Business Name: From "[Insert Original Business Name]" to "[Insert New Business Name]"
- [Any additional amendments if applicable]

We believe these changes will more accurately represent our brand and comply with trademark regulations. Please find enclosed the necessary documents supporting this amendment request.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]