

Letter of Intent to Apply for Trademark Registration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Trademark Office

[Office Address]

[City, State, Zip Code]

Subject: Intent to Apply for Trademark Registration

Dear Sir/Madam,

I am writing to formally express my intent to apply for the registration of a trademark for my business name, "[**Your Business Name**]", which is used in connection with the following goods and services: [**Briefly describe the goods and services**].

As the owner of the business, I believe that registering this trademark will help protect my brand and ensure that my customers can easily identify my products and services in the marketplace.

I plan to submit my application for registration within the next [timeframe], and I will ensure that all necessary documentation and fees are included. Please let me know if you require any further information or have specific requirements that I should be aware of prior to my application.

Thank you for your attention to this matter. I look forward to your responses.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company, if applicable]