

Notice of Trademark Renewal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to remind you that the trademark for [Business Name] is due for renewal on [Renewal Date]. To ensure your rights and protections under this trademark, please complete the renewal process before the deadline.

If you have any questions or require assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]