

# Cease and Desist Letter

Date: \_\_\_\_\_

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request that you cease and desist from using our trademark, "[Trademark Name]," in connection with your [describe the specific use or context, e.g., products or services].

Our trademark is registered with the [Trademark Office Name/Number], and its use without our permission constitutes trademark infringement and may lead to consumer confusion.

We request that you take immediate action to discontinue use of our trademark in any form, including but not limited to [list specific examples of use, such as advertising, websites, products, etc.].

Please respond to this letter by [Date - typically a two-week notice period], confirming that you have ceased all infringing activities. If we do not receive a satisfactory response, we may be forced to take further action to protect our rights.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]