

# Trademark Violation Alert

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a potential trademark violation regarding the use of our registered trademark "[Trademark Name]." It has come to our attention that your company is using this trademark in connection with [description of goods/services] without our authorization.

As the owner of the trademark, we take this matter seriously and request that you immediately cease and desist from any further use of our trademark. Please remove all instances of the trademark from your products, advertising, and any online presence.

We value our brand and will take the necessary legal steps to protect our interests if this issue is not resolved promptly. We hope to handle this matter amicably and respectfully.

Please confirm your compliance by [date] and contact us to discuss this matter further.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]