

Notice of Infringement

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Notice of Trademark Infringement

Dear [Recipient Name],

I am writing to formally notify you that [Your Company Name] is the owner of the registered trademark [Trademark Name], which has been duly registered with the [Trademark Office] under registration number [Registration Number].

It has come to our attention that your company is using [describe the infringing use, e.g., "a similar mark"] in a manner that is likely to cause confusion among consumers. This use infringes on our trademark rights and constitutes unfair competition under applicable law.

We request that you immediately cease and desist from using our trademark and any confusingly similar marks, and confirm in writing by [insert date, e.g., "within 14 days"] that you have complied with this request.

Failure to address this matter may result in legal action to protect our trademark rights.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]