

Cease and Desist Demand

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] regarding your unauthorized use of our trademark "[Trademark Name]" in connection with [describe the goods/services]. This use is causing confusion among consumers and is a violation of our trademark rights.

We demand that you immediately cease and desist from any further use of our trademark and remove all infringing materials from your website and promotional materials. Failure to comply with this demand will result in legal action against you.

Please respond to this letter by [insert date, usually within 10-14 days] to confirm that you have taken the necessary steps to comply with our request.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]