

Cease and Desist Letter

Date: [Insert Date]

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

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

Re: Cease and Desist for Trademark Infringement

Dear [Recipient Name],

I am writing to formally notify you that [Your Company Name] holds the registered trademark [Trademark Name], which is protected under federal and state law.

It has come to our attention that you are using [describe the infringing use, e.g., a similar logo, name, etc.], which we believe constitutes trademark infringement.

We hereby demand that you immediately cease and desist from using our trademark and any similar marks that may cause confusion among consumers. Failure to comply with this request may result in legal action to protect our rights.

Please confirm in writing by [Deadline Date] that you have ceased the infringing activities.

We appreciate your immediate attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]