

Trademark Registration Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Trademark Office

[Office Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request the registration of a trademark for my business. The details of the trademark are as follows:

- **Trademark Name:** [Enter Trademark Name]
- **Owner:** [Your Name or Business Name]
- **Goods/Services Description:** [Brief Description]
- **Class of Goods/Services:** [Class Number]

Enclosed with this letter are the required forms, a specimen of the trademark, and the payment of the registration fee. I affirm that I have the rightful claim to this trademark and will comply with all legal requirements.

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

Sincerely,

[Your Name]