

# Request for Assistance in Trademark Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance with the registration of my trademark for [insert trademark name or logo]. I believe that your expertise in trademark registration will be invaluable in navigating this process.

As a brief background, I have been developing my brand for [insert period], and I would like to ensure that my trademark is protected. I am particularly interested in [specify any particular services or needs, e.g., search for conflicts, filing applications, etc.].

Could you please provide me with information on your services, fee structure, and the next steps involved? I look forward to your prompt response and hope to collaborate closely with you to achieve a successful trademark registration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]