

Inquiry for Trademark Protection Assistance

Date: **[Insert Date]**

To: [Trademark Attorney/Agency Name]

[Attorney/Agency Address]

[City, State, Zip Code]

Dear [Attorney/Agency Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about the possibility of obtaining assistance with trademark protection for my business.

Our company, [Your Company Name], specializes in [brief description of your business and products/services]. We are looking to protect our trademark, specifically [insert trademark name/logo], to ensure that our brand is safeguarded as we expand our market presence.

Could you please provide information on your services regarding trademark registration, costs, timelines, and any necessary documentation we should prepare? Additionally, if you could share your experience with similar clients or cases, it would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]