

# Request for Domain Transfer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the transfer of the domain name [**Domain Name**] that is currently registered under your name. This request is made based on the trademark rights held by [Your Company Name] for the name [**Trademarked Name**].

We have made several attempts to resolve this matter amicably and believe it is in the best interest of both parties to handle the domain transfer promptly to avoid any potential disputes. Enclosed are copies of our trademark registration and other relevant documents that support our claim.

We would appreciate your cooperation in this matter and request that the domain transfer be initiated at your earliest convenience. Please let us know if you require any additional information or documentation to facilitate this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]