[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Notification of Trademark Infringement**

Dear [Recipient’s Name],

We represent [TRADEMARK OWNER], a [*general description of Trademark Owner’s business or organization*], in connection with the protection of its intellectual property. It has come to our attention that [RECIPIENT] is infringing [TRADEMARK OWNER]’s [FEDERALLY REGISTERED AND INCONTESTABLE, COMMON LAW, AND/OR STATE LAW] trademark, [INFRINGED TRADEMARK], through unauthorized use in connection with [*specific description of infringing goods or services*].

[TRADEMARK OWNER] has used the [INFRINGED TRADEMARK] mark for more than [NUMBER] years in connection with [*description of goods/services*], earning substantial goodwill and consumer recognition. Copies of the relevant trademark registrations, including [USPTO REGISTRATION NO. XXXXXX], are enclosed for your reference.

**Details of the Infringement**

Our investigation indicates that [RECIPIENT] is using the [INFRINGED TRADEMARK] mark in a manner likely to cause confusion or mistake among consumers as to the origin of your goods or services.

Specifically:

* [*Describe how the mark is being used, e.g., in product branding, online domain names, advertising materials, etc.*].
* [*Include evidence, such as screenshots, photographs, or copies of infringing materials.*]

Such actions constitute willful trademark infringement, false designation of origin, and, where applicable, trademark dilution under the Lanham Act, 15 U.S.C. § 1051 et seq., and may also violate state unfair competition laws.

**Demands**

To resolve this matter amicably, [TRADEMARK OWNER] requires that you:

1. Cease and desist from all further use of [INFRINGED TRADEMARK] and any confusingly similar marks.
2. Destroy any materials in your possession bearing the infringing mark(s).
3. Provide a complete accounting of revenues and profits generated from the use of the infringing marks.
4. Transfer ownership of the domain name(s) [DOMAIN NAME(S)], if applicable, to [TRADEMARK OWNER].
5. Provide written confirmation of compliance by [SPECIFIC DEADLINE].

Failure to comply with these demands by the stated deadline will compel [TRADEMARK OWNER] to pursue all available legal remedies, including injunctive relief and monetary damages, without further notice.

**Reservation of Rights**

This letter does not include all facts or legal arguments available to our client. [TRADEMARK OWNER] expressly reserves the right to assert additional claims or remedies.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]