

[Your Name/Company Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State ZIP Code]

[Date]

[Recipient Name/Company Name]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[City, State ZIP Code]

**RE: CEASE AND DESIST - TRADEMARK INFRINGEMENT**

## Cease and Desist Letter

Dear [Recipient Name],

I am writing on behalf of [Your Name/Company Name], the owner of the trademark "[Trademark Name]" (the "Trademark"), which is registered under registration number [Registration Number] with the [Trademark Office, e.g., United States Patent and Trademark Office].

It has come to our attention that your company, [Recipient Name/Company Name], is using a mark that is identical or confusingly similar to our Trademark in connection with [describe the goods/services], specifically: [describe the infringing use, e.g., website URL, product description, marketing materials, etc.].

Your unauthorized use of the Trademark constitutes trademark infringement under applicable law. Such actions may cause confusion among customers and dilute the value of our brand.

Accordingly, we demand that you immediately:

- Cease and desist from all use of the Trademark or any confusingly similar mark in connection with the sale, offering, distribution, or promotion of your products or services;
- Remove any and all references to the Trademark from your website, advertising, marketing, packaging, and related materials; and
- Refrain from any future use of the Trademark or any confusingly similar marks.

If you do not comply with this demand within [number of days, e.g., 14 days] from the date of this letter, we will have no choice but to pursue all available legal remedies, including seeking injunctive relief and monetary damages.

We hope that legal action will not be necessary, but we are prepared to take appropriate steps to protect our rights.

Please confirm in writing by [date] that you have complied with these demands.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Contact Information]

