Customize anything in red to your correct information and then erase this note

ABC LLC

Your Name

Manager

Address

City, State [28081]

November 29, 2022

Joe Shmoe

123 Main St

Boom, KS 55555

Re: Trademark Violation

Dear Joe Shmoe:

My company, ABC LLC is the owner of rights to the mark which is described in the enclosed materials ("mark").

The mark has been registered with the U.S. Patent and Trademark Office, and United States Registration No. 11111111 has been issued for the mark. A copy of the registration certificate is enclosed for your information.

ABC LLC has just learned of your use of this mark in a civil action without prior written permission.

From the information that we have received regarding your use, our use of this mark has priority over yours based upon our earlier and continuous use, as well as the above federal registration.

Therefore, your use is a violation of my company's rights.

We are demanding that you immediately stop using the mark described in the enclosed materials or any other name or mark confusingly similar.

If you promptly contact us and provide written assurance that you have taken steps to discontinue such use, we will not pursue this matter further and will not assert any claim against you for money damages. You must provide us with an acceptable response before November 30, 2022 in order to avoid possible legal action against you.

Please contact us if you have any questions or need additional information. We can be contacted by phone at home at 456-678-7899. Our e-mail address is bla@bla.com.

Sincerely,

Your Name

Manager