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Re: Trademark Violation

To Whom It May Concern:

My company 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. _____ has been issued for the mark.

My company has just learned of your use of this mark, which is described in the enclosed materials. Specifically, your use of the mark is _____ _____. Your continued use is likely to cause confusion.

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 _____ in order to avoid possible legal action against you.

Please contact us at the above address if you have any questions or need additional information.

Sincerely,

_____

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