

[Print of your own address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Re: <<Registered Design>> Name of owner>>

Dear <<name>>,

We, <<insert business name>>, refer to the abovementioned UK registered design, registration number <<insert registration number>>, effective date <<date of application>>. Full details of the design are enclosed in Schedule 1.

[On <<date>> we became aware of the <<description of activity>>. We feel that, in light of this, it is necessary for us to discuss the matter further in order to better understand our respective activities. We are not, at this point, accusing you of unlawful infringement of our registered design but we are of the opinion that further investigation is necessary and that this would be in the best interests of both parties.]

We look forward to your response and hope the matter can be resolved quickly and without complication.]

OR

[On <<date>> we became aware of the <<details of alleged infringement>>.
[Please also refer to the enclosed <<Schedule 1>>]]

We consider that this activity constitutes an infringement of our registered design. The design of your <<infringing activity>> is different from the informed user a different overall impression than that given by our registered design. We are of the view that your activity is contrary to section 7A of the Registered Designs Act 1949.

As our consent to such activities was not given, and we find your activities unacceptable and in breach of our terms, we must inform you that we require that you take the following action within <<insert number>> 14 days>>:

- [Cease all conduct constituting the <<alleged infringement>>]
- [Provide to us full details of the conduct complained of, including the quantities supplied, prices (if applicable), <<insert further information required>>]; **AND/OR**
- [Deliver to us any documents, materials, and other materials in your possession or control relating to the <<alleged infringement>>]

possession that fall
and to continue to d
come into your po
<<insert period, e.g

- d) [Use your best endeavours to remove from your stocks of any infringing items from your purchasers and deliver them to us]
- e) [Deliver to us a written statement confirming that you will desist forthwith from the conduct complained of in this letter]
- f) [Deliver to us a written statement confirming that you will pay to us any and all such damages or profits as may be claimed in respect of the conduct complained of above as may be determined by the court;] **AND/OR**
- g) [Deliver to us a written statement confirming that you have fully complied with the order of the court in respect of the conduct complained of above and that the details required under part b) are accurate]

conduct complained of in this letter
goods and other materials that may
within that same scope within

stocks of any infringing items from

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u will pay to us any and all such
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mined by the court;] **AND/OR**

d with a statement of truth, from a
y, confirming that you have fully
and that the details required under

We expect your acknowledgement of our request by <<insert date>>. If it becomes necessary at any time and without further notice, we reserve the right to seek remedies limited to, an injunction, damages, costs and interest, or delivery up (or destruction) of the offending materials.]

our response to our requests by
proceedings, which may be issued
ed to remedies including, but not
legal costs and interest, or delivery
aterials.]

Yours faithfully,

<<insert name and position, where appropriate>>