[Print c

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

<<Date>>

Re: '<<Trade Marks

Dear <<name>>,

We, <<insert business name>>, mark, registration number <<inserval details of the trade mark are e

[We now understand that you are this, it is necessary for our busines understand our respective position unlawful infringement of our trade necessary and would be mutually

We look forward to your respons without complication.]

OR

[As of <<date>>, we now ur infringement>>. [Please also refe

We consider that this activity consthe <<infringing sign or mark>>, v [goods] AND/OR [services] to the our trade mark under section 1 <<infringing sign or mark>>, which [identical] AND/OR [similar] [good registered, resulting in a likelihood our trade mark under section 10(2) mark has a reputation within the U <<infringing sign or mark>> [tak distinctive character of our trade mark under section 10(3) of the these allegations is enclosed in So

As our consent to such activities v find your activities unacceptable

ddress]

cowned by <<name of owner>>

abovementioned registered trade in class(es) <<insert classes>>.

activity>>. We feel that, in light of he matter further in order to better not, at this point, accusing you of opinion that further investigation is

atter can be resolved quickly and

e <<insert details of alledged e in Schedule 2.1

ment of our trade mark. [By using trade mark, in relation to identical ark is registered, you are infringing as Act 1994] OR [By using the al] to our trade mark, in relation to those for which our trade mark is rt of the public, you are infringing at 1994]. [Furthermore, our trade are of the view that your use of the AND/OR [is detrimental to] the therefore also infringing our trade] [Further evidence in support of

anted we must inform you that we that you take the following action

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within <<insert period, e.g. 14 day

- a) [Cease all conduction alledged infringement
- b) [Provide to us full of the conduct complation supplied, prices (required>>;] AND/C
- c) [Deliver to us any possession that fall and to continue to come into your po <<insert period, e.g.
- d) [Use your best end purchasers and deli
- e) [Deliver to us a w conduct complained
- f) [Deliver to us a wr damages or profits agreed or, if no agre
- g) [Deliver to us a witr properly authorised complied with the o part b) are accurate

We expect your acknowledgeme <<insert date>>. If it becomes ne at any time and without further r limited to, an injunction, damages up (or destruction) of the offending

Yours faithfully,

<<insert name and position, where

s letter, namely <<describe the

pplies that fall within the scope of limited to, full details of quantities s), <<insert further information

ents and other materials in your conduct complained of in this letter oods and other materials that may g within that same scope within tof them; AND/OR

tocks of any infringing items from

ou will desist forthwith from the

u will pay to us any and all such complained of above as may be 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

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

