«Salutation»

,

RE: Maintenance Filing for - U.S. Registration No. (Our Ref: )

Dear «Salutation» «LastName»:

Several years ago, our firm assisted «CompanyName» (the “Company”) in obtaining a federal trademark registration for the trademark «TrademarkName» (U.S. Registration No. «RegistrationNumber»).

The United States Trademark Act requires that the owner of a federal trademark registration file with the U.S. Patent and Trademark Office (the “PTO”), between the fifth and sixth anniversaries of the date of registration, an “affidavit of use” certifying that the owner of the registration continues to use the trademark as it was originally registered for the products for which the registration was originally granted. In order to maintain this registration, the Company must file an affidavit of use with the PTO by no later than «Maintenance\_Period\_Ends».

If you are interested in maintaining this registration, please advise me at your earliest convenience. Please note that a failure to file an affidavit of use with the PTO will result in the cancellation of the federal trademark registration for this mark.

**This may be the only reminder you receive from us regarding this upcoming deadline. If we do not receive a response from you, we will assume that you do not wish to maintain this registration and we will allow this registration to be cancelled.**

If you have questions, please do not hesitate to contact me.

Very truly yours,

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ABC/def