

To [Trademark Registry / Intellectual Property Departmentn/ Commissioner of Patents and Trademarks],
[Address]

Dear Sirs / Madams,

Entity:

Place of Incorporation:

Reg No:

Address:

The above identified applicant has adopted and is using the trademark shown in the accompanying drawing for (common, usual or ordinary name of goods) and request that such mark be registered in the Trademark Register of [Country] under Class no(s): [number of classes to be registered].

The trademark was first used [on the goods on [Date]] / [used in [Type of Business] on [Date]] and is now in use in such business in [Country]. [INCLUDE MANNER OF APPLICATION OF THE MARK.]

We would like to apply for the registration of the mark in [jurisdiction] and we enclosed [Number] specimens showing the mark as actually used are presented herewith.

Sincerely yours,