Notification about filing of your trademark at the [IP office]

[internal Reference number]

Dear [creator(s) name(s)],

We are happy to inform you about the decision to file an application for your trademark. The application [application number] has been filed on [YYYY/MM/DD] at the [office (e.g., Ministry of Economy)].

Next steps: The examination proceedings will take place at the IP-office. The trademark will be published in the official office platform/database/journal [source].

We will keep you updated about every future step and decision.

For any questions feel free to contact your responsible IP Professional [Name, Lastname].

Best regards

[Name, Lastname]

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Date Name

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Signature