[DATE]

Contact Name

Address

Address2

City

Postal Code

**RE: APPLICATION FOR A licence TO DISPLAY TRADEMARKS**

Dear [CONTACT NAME],

[NAME OF COMPANY], hereby applies for a licence to display the trademark of our Company, the "[TRADEMARK] " at our place of business located at [ADDRESS], in the City of [CITY].

As the person in charge, I certify that this application is in accordance with the regulations of the CIPC (Companies & Intellectual Property Commission).

I am cognizant of the regulations of CIPC that govern the display of said trademark and the manner of conducting business, and I agree to abide by such regulations at all times.

Please could we request that you send us the necessary application forms as well as a list of all the supporting documentation that you require.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]