

West Orange-Cove Consolidated  
Independent School District  
Rickie R. Harris  
Superintendent

January 19, 2016

Violator's name  
Violator's address

**Via Certified Mail, Return Receipt  
Requested No.**

Re: Unauthorized Use of the West Orange-Cove Consolidated Independent School  
District Logo in Advertisements/ Signs/ \_\_\_\_\_

Dear Mr./Mrs. \_\_\_\_\_:

I am the Superintendent for West Orange-Cove Consolidated Independent School District ("WOCCISD" or "District"). It has come to my attention that you have been using trademarks owned by the District in connection with your business. The [specify unauthorized use] of the District's names and logos on your products without a licensing agreement infringes on the District's trademarks.

We appreciate your interest in our schools and our students; however, you must cease and desist your unauthorized use of our trademarks. Should you wish to continue using the District's trademarks, kindly contact the District to discuss the possibility of entering into a licensing agreement. A licensing agreement ensures that the District's trademarks are protected while used by an outside vendor. [OPTIONAL: The District regrets the formal nature of this communication, but it is essential that the District take appropriate action to protect its logos and trademarks against any unauthorized user.] Unrestricted use of the trademarks may dilute the trademarks, produce consumer confusion, or result in misrepresentation of the District's schools or services.

The District greatly appreciates your cooperation. If you have any questions about the content of this letter, or wish to enter into a proper licensing agreement with the District, please contact \_\_\_ at \_\_\_\_\_ or by telephone at \_\_\_\_\_.

Very truly yours,

Rickie R. Harris  
Superintendent