

To: [Recipient Name/Legal Department/Registered Agent]

From: [Your Name/Company Name]

Date: [Insert Date]

Subject: Formal Request for Contact and Address Details Regarding [Infringement Reference]

Dear [Name],

We are writing to you in connection with the unauthorized use of [Name of Intellectual Property/Copyrighted Work/Trademark] located at the following location: [URL or Physical Description].

As the registered owner of this intellectual property, we have identified your [platform/service/entity] as the hosting provider or intermediary for the infringing party.

Under [Applicable Law, e.g., DMCA or Local Intellectual Property Law], we formally request that you provide the full contact and address details of the account holder or entity responsible for this infringement. Specifically, we require:

- Full Legal Name
- Physical Mailing Address
- Email Address
- Phone Number

This information is required for the purpose of serving legal notice and protecting our intellectual property rights. We believe in good faith that the use of the material described above is not authorized by the owner, its agent, or the law.

Please provide this information by [Deadline Date, e.g., 5 business days]. If you are unable to provide this information directly, please advise on the appropriate legal process required to obtain it.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Contact Information]