

SENT VIA EMAIL AND CERTIFIED MAIL

Date: [Date]

To:

[Recipient Name or Registered Agent]

[Company Name]

[Address]

[Email Address]

From:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

[Your Email]

RE: FORMAL TAKEDOWN NOTICE AND CEASE AND DESIST DEMAND

Dear [Recipient Name],

I am writing to formally notify you that your use of [Description of Intellectual Property/Content, e.g., "the photograph titled 'Sunset'", "the software code for 'App X'", or "the trademark 'BrandName'"] on the website [URL where content is hosted] is unauthorized and constitutes an infringement of my legal rights.

I am the exclusive owner of all rights, title, and interest in and to the aforementioned material. I have not authorized you or your company to use, display, reproduce, or distribute this material in any capacity.

Demand for Immediate Action:

I hereby demand that you immediately take the following actions:

1. Permanently remove/take down the infringing material from [URL/Location] and any other platforms under your control.
2. Cease and desist from any further unauthorized use, reproduction, or distribution of my intellectual property.
3. Provide written confirmation that the material has been removed and that you will comply with this demand.

Notice of Intent:

Please be advised that I am prepared to pursue all available legal remedies, including seeking injunctive relief, monetary damages, and recovery of legal fees, should you fail to comply with this demand. This letter is sent without prejudice to my rights and remedies, all of which are expressly reserved.

You have [Number of Days, e.g., 48] hours from the receipt of this letter to confirm in writing that the infringing material has been removed and that you have ceased all unauthorized activity.

Sincerely,

[Your Signature]

[Your Printed Name]