

**SENT VIA [EMAIL / CERTIFIED MAIL]**

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF COPYRIGHT INFRINGEMENT AND DEMAND TO CEASE AND DESIST**

Dear [Recipient Name],

This law firm represents [Client Name] ("Our Client") in matters concerning intellectual property rights. It has come to our attention that [Recipient Company Name] is engaged in the unauthorized use of Our Client's copyrighted publication titled "[Title of Publication]" (the "Work").

Our Client is the exclusive owner of all copyrights in the Work, which was originally published on [Original Publication Date] and is registered with the U.S. Copyright Office under Registration Number [Registration Number, if applicable].

Specifically, we have identified the following infringing activity: [Describe infringement, e.g., unauthorized reproduction on website URL, unauthorized distribution of PDF, or excerpting text without permission].

Your unauthorized use of the Work constitutes copyright infringement under the Copyright Act of 1976. As the copyright owner, Our Client has the exclusive right to reproduce, distribute, and display the Work. Your actions may subject you to statutory damages, attorney's fees, and injunctive relief.

On behalf of Our Client, we demand that you immediately:

- Cease and desist from all further use, reproduction, and distribution of the Work;
- Remove the Work from all websites, servers, and physical locations under your control;
- Provide a written accounting of all copies distributed and any revenue generated from the use of the Work; and
- Confirm in writing by no later than [Date] that you have complied with these demands.

This letter is sent without prejudice to Our Client's rights and remedies, all of which are expressly reserved, including the right to seek monetary damages for past infringement.

We look forward to your prompt cooperation.

Sincerely,

[Attorney Name]  
[Law Firm Name]