

**Date:** [Insert Date]

**To:** [Attorney/Law Firm Name]

**Address:** [Street Address]

**City, State, Zip:** [City, State, Zip Code]

**Re: Referral for Copyright Registration and Enforcement Actions**

Dear [Attorney Name],

I am writing to formally refer a legal matter to your firm regarding the copyright protection of the following work(s):

**Work Title:** [Insert Title of Work]

**Nature of Work:** [e.g., Software, Literary Work, Photograph, Graphic Design]

**Creation Date:** [Insert Date]

**Scope of Requested Services:**

- **Registration:** Assistance with the formal filing and registration of the work with the U.S. Copyright Office (or relevant international body).
- **Enforcement:** Investigation and pursuit of potential infringement by [Name of Infringing Party, if known].
- **Cease and Desist:** Issuance of formal demands to halt unauthorized use of the work.
- **Litigation Support:** Legal representation should formal court proceedings be necessary.

**Background Information:**

[Provide a brief description of the work and details of any known infringement or prior registration attempts.]

I have attached copies of the work and all relevant documentation for your review. Please confirm your availability to handle this matter and provide your standard engagement agreement and fee schedule.

Thank you for your time and professional assistance.

Sincerely,

[Your Name]

[Your Company Name, if applicable]

[Your Phone Number]

[Your Email Address]