

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name/Legal Representative]  
[Firm Name]  
[Address]  
[City, State, Zip Code]

**RE: Referral of Intellectual Property Infringement Matter - [Case Reference Number/Name]**

Dear [Recipient Name],

I am writing to formally refer a matter involving the unauthorized use and infringement of intellectual property belonging to [Owner Name].

**Description of Intellectual Property:**

[Provide details, e.g., Trademark Registration No., Patent Number, or Description of Copyrighted Work]

**Infringing Party Information:**

Name: [Name of Infringer/Company]  
Address: [Infringer Address]  
Website/Platform: [URL where infringement is occurring]

**Nature of Infringement:**

[Briefly describe how the property is being used without permission, e.g., unauthorized reproduction, sale of counterfeit goods, or trademark dilution.]

**Actions Taken to Date:**

[List any Cease and Desist letters sent or prior communication with the infringing party.]

We are referring this case to you for [Action Required, e.g., legal evaluation, formal litigation, or settlement negotiations]. Attached are copies of the ownership certificates and evidence of the infringing activity.

Please acknowledge receipt of this referral and advise on the next steps at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]