

Date: [Insert Date]

VIA: [Insert Delivery Method, e.g., Certified Mail / Email]

To:

[Recipient Name/Legal Department]

[Company Name]

[Recipient Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[Your Email Address]

[Your Phone Number]

RE: Notice of Intellectual Property Infringement and Formal Demand for Resolution

Dear [Recipient Name],

It has come to our attention that [Company Name/Recipient Name] is currently using, displaying, or distributing materials that infringe upon the intellectual property rights owned by [Your Name/Company Name]. Specifically, this dispute concerns the following protected work(s):

- **Description of Intellectual Property:** [Provide details, e.g., Trademark Name, Copyright Title, or Patent Number]
- **Registration Information:** [Insert Registration Number and Jurisdiction, if applicable]
- **Location of Infringement:** [Insert URL, Store Location, or Platform where the infringement is occurring]

The unauthorized use of this intellectual property constitutes a violation of [Insert Applicable Law, e.g., The Digital Millennium Copyright Act / The Lanham Act].

To resolve this matter without further legal action, we demand that you perform the following actions within [Number] business days of receiving this letter:

1. Immediately cease and desist all unauthorized use of the aforementioned intellectual property.
2. Permanently remove or destroy all infringing materials from your website, social media, and physical inventory.
3. Provide written confirmation that these actions have been completed.
4. [Optional: Provide an accounting of all profits derived from the unauthorized use for the purpose of settlement discussions.]

We prefer to resolve this dispute amicably. However, should you fail to comply with these demands by [Deadline Date], we will be forced to pursue all available legal remedies, including seeking injunctive relief and monetary damages.

Please direct all future communication regarding this matter to [Name of Point of Contact/Attorney].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]