

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**Re: NOTICE OF INTELLECTUAL PROPERTY INFRINGEMENT**

Dear [Recipient Name or Legal Department],

I am writing to formally notify you that [Company Name/I] hold the exclusive intellectual property rights to [Name of Work/Trademark/Patent], which is registered under [Registration Number, if applicable].

It has come to our attention that your organization is using, displaying, or distributing the following materials: [Detailed description of the infringing material or activity]. This unauthorized use is located at: [URL or physical location].

This activity constitutes an infringement of our intellectual property rights under [mention applicable law, e.g., the Digital Millennium Copyright Act or U.S. Patent Law]. We have not authorized the use of our protected property in this manner.

Accordingly, we demand that you immediately:

- Cease and desist all unauthorized use of the aforementioned intellectual property;
- Remove the infringing material from all websites, social media, and physical locations;
- Provide written confirmation that these actions have been taken within [Number] business days.

We prefer to resolve this matter amicably; however, if you fail to comply with these demands by [Deadline Date], we will be forced to take further legal action to protect our rights, which may include seeking damages and legal fees.

Please contact me at [Your Phone Number] or [Your Email] to confirm your compliance.

Sincerely,

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