Sent via: [Email/Certified Mail]

Date: [Date]

To:
[Recipient Name or Department]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Notice of Unauthorized Broadcast and Copyright Infringement

Dear [Recipient Name],

I am the copyright owner of the audio recording titled "[Title of Recording]," which was created on [Date] and is protected under applicable copyright laws.

It has come to my attention that your organization has broadcasted, streamed, or otherwise distributed this recording on [Date] via [Platform/Channel/Website] without my prior written consent or a valid license.

The unauthorized broadcast of this recording constitutes a direct infringement of my exclusive rights as the copyright holder. Specifically, your actions violate the right to reproduce, distribute, and publicly perform the copyrighted work.

I hereby demand that you:

- Immediately cease and desist all unauthorized broadcasts and distributions of the recording.
- Remove the recording from all servers, websites, and archives within [Number] hours of receiving this notice.
- Provide written confirmation that the recording has been removed and that all unauthorized use has ceased.

This letter is sent without prejudice to my rights, all of which are expressly reserved, including the right to seek statutory damages and legal fees resulting from this infringement.

Please respond to this notice by [Deadline Date] to confirm your compliance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Address]

[Your Phone Number]
[Your Email Address]