SENT VIA REGISTERED MAIL / EMAIL

Date: [Date]

To:
[Infringing Party Name]
[Address]
[City, State, Zip Code]
[Email Address]

From:
[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Email Address]

RE: NOTICE OF COPYRIGHT INFRINGEMENT AND DEMAND TO CEASE AND DESIST

Dear [Name of Infringing Party/CEO],

I am the owner of all intellectual property rights for the following work(s): [Description of Original Work, e.g., photograph, article, software code] (the "Work"). The Work is protected under [Country] and international copyright laws. [Optional: Copyright Registration Number: ########].

It has come to my attention that you are using, displaying, or distributing the Work without my authorization. Specifically, the infringement is located at: [URL or location where the infringing material is found].

Your unauthorized use of the Work constitutes copyright infringement. This letter serves as formal notice of this infringement and a demand that you immediately take the following actions:

1. Immediately cease and desist from all use of the Work.
2. Permanently remove and delete all copies of the Work from your website, social media, servers, and marketing materials.
3. Provide written confirmation that the Work has been removed.
4. Pay the sum of $[Amount] as compensation for past unauthorized use and licensing fees.

If you fail to comply with these demands by [Date, e.g., 10 days from today], I will have no choice but to pursue formal legal action against you. This may include seeking statutory damages, actual damages, lost profits, and the recovery of attorney's fees and legal costs.

This letter is sent without prejudice to my rights and remedies, all of which are expressly reserved.

I look forward to your prompt response.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]