

**SENT VIA [INSERT METHOD, E.G., REGISTERED MAIL / EMAIL]**

**Date:** [Insert Date]

**To:**

[Name of Infringer/Company 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 FOR DAMAGES**

Dear [Name of Infringer],

I am the owner of the following copyrighted work: [Describe Work, e.g., Photograph titled "Sunset", Article titled "How to Bake", or Software Code]. This work is protected under international copyright laws and is registered with the [Insert Copyright Office Name, if applicable] under registration number [Insert Number, if applicable].

It has come to my attention that you are using this work without my authorization at the following location: [Insert URL or Physical Location where work is found].

Specifically, your unauthorized use includes: [Describe how they are using it, e.g., posting it on your website, using it in an advertisement].

This unauthorized use constitutes copyright infringement. As the copyright holder, I have the exclusive right to control the reproduction and distribution of my work. Under the law, I am entitled to seek actual damages, statutory damages, and the recovery of legal fees.

**I hereby demand that you take the following actions immediately:**

- Cease and desist all use of the copyrighted work;
- Remove the work from the website(s) and any other promotional materials listed above;
- Confirm in writing that you have complied with these demands;
- Pay the sum of \$[Insert Amount] as compensation for past unauthorized use and damages.

If I do not receive a satisfactory response and confirmation of payment by [Insert Date, e.g., 10 business days from now], I will be forced to take further legal action to protect my intellectual property rights, which may include filing a formal lawsuit without further notice.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]