[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Demand for Removal of Infringing Content**

Dear [ADDRESSEE],

We are writing on behalf of [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) concerning unauthorized use of our intellectual property, which infringes upon our rights. Specifically, the content located at [*IDENTIFY LOCATION, e.g., “URL*”] contains material that infringes on our [copyright/trademark/other intellectual property rights] under [APPLICABLE LAW].

The infringing content includes:

1. [*DESCRIPTION OF INFRINGING CONTENT, e.g., “Unauthorized reproduction of [CONTENT/IMAGE/BRAND NAME].*”]
2. [*DESCRIPTION OF INFRINGING CONTENT, e.g., “Improper use of our registered trademark, [TRADEMARK NAME].”*]

This unauthorized use violates [*SPECIFIC LEGAL BASIS, e.g., “our copyright under Title 17 of the United States Code” or “our trademark rights under the Lanham Act”*] and is causing harm to [*YOUR PARTY, e.g., reputation, business interests, financial damage*].

We demand that you:

1. Immediately remove the infringing content from [*IDENTIFY LOCATION, e.g., “your website/social media account/other platform”*].
2. Cease and desist from further use, reproduction, or distribution of our intellectual property without authorization.
3. Provide written confirmation by [DATE] that you have complied with the above demands.

Failure to comply with this notice may result in further action, including seeking damages and other remedies available under applicable law.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

This letter is issued without prejudice to any of our rights or remedies, all of which are expressly reserved.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]