[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Notification of Copyright Infringement**

Dear [Recipient’s Name],

I am writing on behalf of [NAME/ORGANIZATION], the copyright owner of [NAME OF THE COPYRIGHTED WORK], which is protected under copyright law. It has come to our attention that you have used [*specific details of infringement, e.g., content, image, or material*] without proper authorization.

The copyrighted material in question:

* **Title of Work**: [NAME OF THE COPYRIGHTED WORK]
* **Registration Number**: [*If applicable*]
* **Description of Violation**: [*Explain how the work has been used, e.g., copied, reproduced, distributed, or displayed without consent*]

**Nature of the Infringement**

Your unauthorized use of our copyrighted work has occurred in the following manner:

* **Location of Infringement**: [*Website URL, publication details, or other specific references*]
* **Date of Infringement**: [*Specific dates or an approximate range*]

**Required Action**

We demand that you:

1. Immediately cease and desist from all unauthorized use of [NAME OF THE COPYRIGHTED WORK].
2. Remove or disable access to the infringing material from [*specific location, e.g., website URL or publication*] within [NUMBER] days of receiving this notice.
3. Provide written confirmation of compliance with the above demands no later than [SPECIFIC DEADLINE].

**Consequences of Non-Compliance**

If you fail to address and resolve this matter within the specified timeframe, we will be left with no choice but to pursue legal action, which may include seeking injunctive relief, statutory damages, and recovery of attorney’s fees and costs.

**Contact Information**

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

We hope to resolve this matter amicably and appreciate your prompt attention to this notice.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]