[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Notification of Unauthorized Use of Intellectual Property**

Dear [Recipient’s Name],

We are writing to notify you of an unauthorized use of intellectual property belonging to [ORGANIZATION]. It has come to our attention that [*describe the specific IP, e.g., trademark, copyright, patent, trade secret*] is being used without our prior authorization in the following manner:

* **Description of Unauthorized Use**: [*E.g., reproduction, distribution, modification, or display of protected work*]
* **Location**: [*Website URL, physical address, or platform where the IP is being used*]
* **Date**: [*Approximate date when the use was identified*]

As the rightful owner of [*specific IP, e.g., trademark or copyrighted work*], we are committed to protecting our rights. The unauthorized use of our property violates applicable intellectual property laws, including [RELEVANT LAW/REGULATION].

**Required Action**

We request that you:

1. Immediately cease and desist all unauthorized use of our intellectual property.
2. Remove or disable access to the infringing material from [SPECIFIC PLATFORM/LOCATION] within [NUMBER] days of receiving this notice.
3. Confirm in writing that the above actions have been completed no later than [SPECIFIC DATE].

**Next Steps**

Failure to comply with this notice may compel us to take further legal action, including but not limited to filing claims for damages and injunctive relief.

We prefer to resolve this matter amicably and look forward to your prompt cooperation. Should you have any questions or require further information, please direct your response to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]