TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Re: Copyright Infringement

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It has been determined that you are currently using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Work”) without our authorization which is copyrighted work in accordance with Title 17 of the U.S. Code.

We have found the unauthorized use of our Work being used at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Accordingly, we demand that you immediately remove the material and cease any further all of our Work, including any other infringements, otherwise you could be liable for statutory damages as high as $150,000 as set forth in Section 504(c)(2) therein.

Furthermore, we demand that you immediately cease the use and distribution of all infringing works derived from the Work, and all copies, including electronic copies, of same, that you deliver to us, if applicable, all unused, undistributed copies of same, or destroy such copies immediately

If we have not received an affirmative response from you by the \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ indicating that you have fully complied with these requirements I shall consider taking any and all legal remedies available to rectify this situation.

Sincerely,