TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Re: Cease and Desist – Copyright Infringement

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

**[NAME OF ORIGINAL WORK]**, specifically **[DESCRIPTION OF SIMILARITIES].**

We are the proprietors of all copyright in  **[NAME OF ORIGINAL WORK]** (the “Work”). We have reserved all rights in the Work, which was first published on \_\_\_\_\_\_\_\_\_\_\_\_,

20\_\_\_\_ ([ ]  with registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). You neither requested nor received permission to use the Work therefore your unauthorized copying and use of the copyrighted Work constitutes copyright infringement in violation of the United States copyright laws.

We hereby demand that you, within \_\_\_\_\_\_\_ days of this letter:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[DESCRIBE DEMANDS].**

If you do not cease and desist within the above stated time, we will be forced to take appropriate legal action against you and will seek all available damages and remedies.

Sincerely,