

# ON THE LETTERHEAD

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

## **INFRINGEMENT OF INTELLECTUAL PROPERTY**

Dear Sir,

It has recently been brought to our attention that you have infringed our Intellectual Property rights in your recent work, [description/name], which uses our following protected work(s):

1. [Describe/Identify]
- 2.
- 3.

Unfortunately, your actions constitute the misappropriation and misuse of our original and creative work, and deprive us of the benefits, privileges, and profits from the exclusive use of our Intellectual Property.

We, not having authorized your use of our works for your commercial purposes, hereby demand that you cease and desist from using, and permitting any third party to use this work, with immediate effect.

We also demand an apology, as well as an explanation, in this matter. You are therefore advised to contact the undersigned at the earliest to come to a reasonable solution in the matter. Please note that if we do not receive a reply from you within \_\_\_\_ days of your receipt of this letter, we shall be at liberty to institute legal proceedings against you to restrain you from the use of our protected works, as well as to recover damages from you in lieu of the illegal use of our Intellectual Property, without any further notice in this regard, and entirely at your risk and costs.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]