

## CEASE AND DESIST LETTER

Sender Name: \_\_\_\_\_

Sender Address: \_\_\_\_\_

Sender Email / Phone: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Recipient Address: \_\_\_\_\_

Recipient Email / Phone: \_\_\_\_\_

### **Re: Unauthorized Use of Copyrighted Material**

Dear Sir or Madam,

This letter serves as a formal notice regarding the unauthorized use, reproduction, distribution, or display of copyrighted material owned by the undersigned or the entity they represent ("Copyright Owner"). It has come to our attention that you have engaged in activities that infringe upon Copyright Owner's exclusive rights under the United States Copyright Act (Title 17, United States Code), including but not limited to the use of copyrighted works without permission or license.

Specifically, the copyrighted material includes, but is not limited to, the following: [Describe the copyrighted works involved, e.g., titles, descriptions, registration numbers]. Such material is protected under federal law and unauthorized use constitutes copyright infringement.

Accordingly, you are hereby directed to immediately cease and desist all unauthorized use of the Copyrighted material.

You must take the following actions promptly: 1. Immediately stop using, reproducing, distributing, displaying, or otherwise exploiting the copyrighted material. 2. Remove all infringing content from any and all physical and electronic locations under your control. 3. Provide written assurance within ten (10) business days of receipt of this letter that you have complied with these demands.

Failure to comply with these demands will leave the Copyright Owner no choice but to pursue all available legal remedies, including seeking monetary damages, injunctive relief, and recovery of attorney's fees and costs. This letter is sent without prejudice to Copyright Owner's rights and claims, all of which are expressly reserved.

We urge you to take this matter seriously and respond promptly to avoid further legal action. If you believe you have the right to use the copyrighted material or if you have obtained a license, please provide documentation substantiating your claim within the same timeframe.

Sincerely,

**Sender's Name**

**Signature**

Date: \_\_\_\_\_

Original source of this document:

<https://docs-administrative.com/cease-and-desist-letter-copyright-infringement-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-administrative.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.