

# Intellectual Property Rights Assertion

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

## **Subject: Assertion of Intellectual Property Rights**

Dear [Recipient Name],

I am writing to formally assert my intellectual property rights regarding [describe the intellectual property, e.g., "the design of my product," "the software code," "the written work," etc.]. This work is protected under [specify relevant copyright, trademark, or patent laws].

It has come to my attention that [describe the infringement or unauthorized use, e.g., "you are using my design without permission," "my software has been replicated," etc.]. This action is a violation of my rights, and I take this matter very seriously.

I request that you immediately cease and desist from any further use of my intellectual property. I am happy to discuss this matter further and hope to resolve it amicably.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]