

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Initiation of Intellectual Property Dispute

Dear [Recipient Name],

I am writing to formally initiate a dispute regarding the unauthorized use of my intellectual property, specifically [describe the intellectual property in question, e.g., trademark, copyright, patent].

It has come to my attention that [describe the infringing activity and how it affects your rights]. This situation is unacceptable, and I believe it may infringe upon my rights under [mention applicable intellectual property laws or regulations].

I request that you cease all infringing activities immediately and provide a written response regarding your position on this matter by [insert a specific response deadline]. Failure to address this issue may result in further legal action to protect my rights.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]