

# Intellectual Property Infringement Assertion

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally assert that your [Product/Service] infringes upon my intellectual property rights regarding [description of the intellectual property, e.g., patent, trademark, copyright]. I hold the rights to [provide IP registration details or publications].

It has come to my attention that your [Product/Service] has been utilizing my intellectual property without authorization, specifically in [describe specific instances of infringement]. This unauthorized use is a violation of my rights and is causing harm to my business.

I request that you cease and desist all infringing activities immediately. Furthermore, please confirm in writing by [Give a deadline for response] that you have taken steps to comply with this request.

Should you fail to respond promptly, I may be forced to take legal action to protect my rights. I hope to resolve this matter amicably.

Thank you for your prompt attention to this important issue.

Sincerely,

[Your Name]