

Letter of Civil Litigation Initiation

[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],

Subject: Notice of Intent to Initiate Civil Litigation for Intellectual Property Infringement

We are writing to formally notify you of our intention to initiate civil litigation against you in relation to the infringement of our intellectual property rights. It has come to our attention that you are engaged in activities that constitute infringement of our [specify type of intellectual property, e.g., patent, copyright, trademark] as detailed below:

- **Owner of the Intellectual Property:** [Your Name/Your Company's Name]
- **Description of the Intellectual Property:** [Brief description]
- **Infringement Details:** [Description of how the infringement occurred]

We have documented evidence of your activities, and we believe they violate our rights. This situation has caused significant harm to our business and reputation.

We urge you to cease and desist from any further infringement of our intellectual property and to contact us to discuss a resolution. If we do not receive a response from you by [insert deadline, typically 14-30 days from date], we will proceed with legal action to protect our rights without further notice to you.

We hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]