Copyright Infringement Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the immediate removal of educational materials that infringe upon my copyright. The materials in question are [describe the materials, including title, author, and any additional identifying information].

These materials are protected under copyright law, and I have not authorized their use. I believe this unauthorized use is detrimental to my rights as the copyright holder.

I request that you remove these materials from your [website/platform/publication] promptly. Please confirm the removal by [date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]