

Intellectual Property Alert

Date: [Insert Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to notify you of a potential infringement concerning our intellectual property. It has come to our attention that [describe the potential infringement, e.g., a product, service, or trademark] resembles our protected property, specifically [insert details of the intellectual property].

We take the protection of our intellectual property very seriously, and we would like to discuss this matter further to avoid any possible misunderstandings or legal actions.

We kindly request that you provide clarification on this issue by [insert a response deadline]. Should you wish to resolve this amicably, we would appreciate your cooperation in discussing suitable steps forward.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]