

Intellectual Property Rights Infringement Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of an infringement of my intellectual property rights pertaining to [describe the intellectual property, e.g. trademark, patent, copyright] owned by [Your Company Name]. It has come to my attention that [describe the infringement, e.g. unauthorized use, reproduction, or distribution of the property].

This action violates [cite relevant laws or agreements]. I request that you cease and desist from any further use of the infringing material and confirm in writing by [insert date, typically within 14 days] that you will comply with this request.

Please note that if the infringement does not cease, I may be forced to take legal action to protect my rights and interests without further notice to you.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]