

Copyright Infringement Settlement Offer

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Settlement Offer for Copyright Infringement

Dear [Recipient's Name],

I am writing to formally address the issue of copyright infringement regarding [describe the work that was infringed, e.g., "my published article titled 'ABC'"]. It has come to my attention that you have used this material without my permission.

In an effort to resolve this matter amicably and without resorting to litigation, I would like to propose a settlement. I am willing to accept a payment of [amount] as compensation for the unauthorized use of my work.

Should you agree to this settlement, I request a written confirmation of your acceptance and payment within [time frame, e.g., "the next 14 days"], after which I will consider this matter resolved, and I will not pursue further legal action.

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

Sincerely,

[Your Name]

[Your Title, if applicable]