

Digital Content Removal Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that we have identified an infringement of our Terms of Service concerning your use of our platform. It has come to our attention that you have [describe the specific breach or content in question].

This action is a violation of our Terms of Service, which you agreed to upon registration. To address this issue, we request that you remove the infringing content by [specific deadline]. Failure to comply may result in further action, including suspension of your account.

If you believe this notice has been sent in error, please contact us immediately at [contact information] to discuss the matter further.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]