

# Letter of Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about a matter that has come to my attention regarding the unauthorized reproduction of my work, titled "[Title of Your Work]." It has been brought to my notice that this work has been reproduced without my permission.

As the copyright holder, I am concerned about the implications this has for both my rights and the integrity of my work. I would appreciate it if you could provide clarification on how this occurred and what steps will be taken to address the situation.

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

Sincerely,

[Your Name]