

# Notification of Misuse of Proprietary Materials

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of a serious issue regarding the misuse of proprietary materials owned by [Your Company Name]. It has come to our attention that you have [describe the nature of the misuse, e.g., used, distributed, or modified] our proprietary materials without permission, specifically [identify the proprietary materials].

This action violates our intellectual property rights and the terms outlined in our agreements. We take these matters seriously, and we urge you to cease all unauthorized use of our materials immediately.

We request a written response within [number of days] days, confirming that you will comply with our request and outlining the steps you will take to rectify this situation.

We appreciate your immediate attention to this matter. If we do not receive a satisfactory response, we may consider further legal action to protect our interests.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]