

Request for Compliance with Copyright Regulations

[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],

Subject: Request for Compliance with Copyright Regulations

I hope this letter finds you well. I am writing to formally request your compliance with copyright regulations regarding [specific work or material]. It has come to my attention that [briefly explain the issue or concern].

As the copyright holder of [specific work], I would like to kindly ask that you [specific request, e.g., cease unauthorized use, provide proper attribution, etc.]. I believe that resolving this matter amicably would be in the best interest of both parties.

Please feel free to contact me at your earliest convenience to discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

[Your Name]