

Intellectual Property Rights Enforcement Notice

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Enforcement of Intellectual Property Rights

Dear [Recipient's Name],

This notice serves as a formal request concerning the unauthorized use of intellectual property owned by [Your Company/Your Name]. It has come to our attention that you are using [describe the protected intellectual property, e.g., trademark, patent, copyright] without permission.

We ask that you immediately cease and desist all use of our intellectual property and confirm that you have done so by [insert date, typically 10-14 days from the date of the letter]. Failure to comply may result in further legal action.

We hope to resolve this matter amicably and appreciate your prompt attention to this issue.

Sincerely,

[Your Name]
[Your Title]
[Your Company]