

Intellectual Property Rights Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notification regarding the infringement of our intellectual property rights. We have identified that you are using [describe the intellectual property, e.g., trademark, copyrighted material, patent] without authorization.

The details of the infringement are as follows:

- **Intellectual Property:** [Insert intellectual property description]
- **Location of Infringement:** [Insert location]
- **Date of Discovery:** [Insert date]

We request that you cease all unauthorized use of our intellectual property immediately. Failure to comply may result in legal action.

Please contact us at [Insert your contact information] to discuss this matter further.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]