

Cease and Desist Letter

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]

Dear [Recipient's Name],

Subject: Cease and Desist from Unauthorized Media Use

I am writing to formally request that you cease and desist from the unauthorized use of [describe the media, e.g., images, videos, music] that is protected by copyright and owned by me.

It has come to my attention that you have been using my media without my permission in [describe where the violation occurred, e.g., website, social media, advertisements]. This use violates my rights as the copyright owner and is a direct infringement of applicable copyright laws.

I demand that you immediately stop using my media and remove it from all platforms where it has been displayed. Failure to comply with this request may result in legal action to protect my rights.

Please confirm in writing by [insert date, e.g., 10 business days from receipt] that you have complied with this request. I hope we can resolve this matter amicably.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]