

# Legal 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: Legal Notice Regarding Media Operations**

Dear [Recipient's Name],

This letter serves as a formal legal notice regarding the unauthorized media operations being conducted by [Company/Individual Name]. It has come to our attention that [describe the specific issue, such as unauthorized usage of materials, defamation, etc.].

We demand that you immediately cease and desist from [specific actions], and rectify the situation by [how they can resolve it, e.g., removing content, providing compensation, etc.]. Failure to comply will result in legal action taken against you to protect our rights.

Please consider this matter seriously. We request a response by [Date] to avoid escalation of this situation.

Sincerely,

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