

# Letter of Intellectual Property Policy Enforcement

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to inform you about a violation of our intellectual property rights concerning [describe the specific intellectual property, e.g., trademark, copyright, patent]. It has come to our attention that [describe the infringement, e.g., unauthorized use, reproduction, distribution].

We take the protection of our intellectual property very seriously, and we ask that you cease and desist any further use of our property immediately. We would like to resolve this matter amicably; however, if we do not receive a satisfactory response by [insert date], we may be forced to take further action.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Your Phone Number]  
[Your Email]