

# Formal Complaint Letter for Unauthorized Use of Intellectual Property

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

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

Dear [Recipient's Name],

I am writing to formally complain about the unauthorized use of my intellectual property, specifically [describe the IP in question, e.g., a copyright, trademark, patent, etc.], which is protected under [relevant laws or regulations].

It has come to my attention that [describe how the unauthorized use was discovered and provide details about the infringement, including dates, location, and any relevant evidence]. This use of my intellectual property without my consent is a violation of my rights, and I take this matter very seriously.

I kindly request that you cease and desist from using my intellectual property immediately and provide a written confirmation of your compliance by [specific date]. Failure to do so may result in further legal action to protect my rights.

Thank you for your prompt attention to this serious matter. I look forward to your immediate response.

Sincerely,

[Your Name]