

# Cease and Desist Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Re: Cease and Desist for Copyright Infringement**

Dear [Recipient's Name],

I am writing to formally notify you that you are infringing upon my copyright with regard to [description of the copyrighted material]. I have reason to believe that you have been [describe how the infringement occurred, e.g., reproducing, distributing, displaying, etc.].

As the rightful owner of the copyright for this material, I demand that you immediately cease and desist from all infringing activities. Failure to comply with this demand within [number of days] days may result in legal action against you.

Please confirm in writing within [number of days] days that you have complied with this request. I look forward to your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]