

# Notice of Intellectual Property Rights Violation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We, [Your Name/Your Company's Name], the owner of Intellectual Property Rights pertaining to [specific description of the intellectual property], are writing to formally notify you of a violation of our rights.

It has come to our attention that you are [describe the violation, e.g., using, reproducing, distributing, etc.]. This action is unauthorized and infringes upon our intellectual property rights.

We request that you take immediate action to cease and desist from this violation. Please confirm in writing by [Insert Date] that you will comply with this request to avoid further legal action.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]