

Formal IP Dispute Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of our dispute regarding the intellectual property rights associated with [specify the IP in question, e.g., a trademark, copyright, patent], which we believe may have been violated by your actions.

Details of the Dispute:

- IP Type: [e.g., Trademark/Copyright/Patent]
- IP Registration Number: [Insert Registration Number]
- Date of Incident: [Insert Date]
- Description of Violation: [Provide a brief description of how the IP is being violated]

We kindly request that you take immediate action to cease and desist any further use of our intellectual property. We are hopeful for an amicable resolution to this matter and would appreciate your prompt attention to this issue.

Please respond by [insert response deadline] to confirm your understanding of this situation and the steps you will take to rectify it.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]