

Letter of Unauthorized Use of Intellectual Property

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that I have identified unauthorized use of my intellectual property, specifically [describe the intellectual property, e.g., "a copyrighted work," "a trademark," "a patented invention"]. It has come to my attention that you are [describe how the recipient is using the intellectual property without permission].

This use of my intellectual property is not authorized and constitutes an infringement of my rights. I request that you cease and desist all use of my intellectual property immediately. Please confirm in writing by [date, usually within 10-15 days] that you have complied with this request.

Failure to comply with this request may result in legal action to protect my rights.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position, if relevant]