

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Attorney's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Attorney's Name],

I am writing to seek your legal assistance regarding a matter of copyright infringement that I believe requires immediate attention. I am the [owner/creator] of [describe your work, e.g., a book, a piece of music, etc.], which was created on [date of creation]. I have recently discovered that [describe the infringement, e.g., someone is using your work without permission].

This infringement not only harms my rights as the creator but also affects my potential income and the original intent of my work. I would like to discuss my options concerning this matter, including potential legal actions I could take to protect my intellectual property rights.

Please let me know a suitable time for us to talk or meet regarding this situation. I look forward to your guidance on how best to proceed.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]