

Cease and Desist Notification

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

[Date]

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that your use of [describe the copyrighted material, e.g., "my copyrighted images"] without permission constitutes copyright infringement.

It has come to my attention that you have [describe the infringement: where, how, etc.]. This usage is unauthorized and violates my rights as the copyright holder.

I request that you immediately cease and desist from any further use of my copyrighted material and remove it from [specific locations, websites, etc.] within [specific time frame, e.g., "10 days of receiving this letter"].

If you do not comply with this request, I may be compelled to take legal action to protect my rights.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]