

Cease and Desist Letter

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

[Date]

[Recipient's 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 work] constitutes copyright infringement. The copyrighted work is owned by me and is protected under [cite the relevant copyright law].

Specifically, you have [describe the infringement--e.g., reproduced, distributed, displayed, or performed the copyrighted work without permission]. This unauthorized use is a violation of my rights as the copyright holder.

Therefore, I demand that you:

1. Cease and desist all infringing activities immediately;
2. Remove the infringing content from [where the infringement is occurring, e.g., website, social media, etc.];
3. Provide written assurance by [set a deadline, e.g., within 10 days] that you will comply with these demands.

If you do not comply with these demands, I may be forced to take appropriate legal action against you to protect my rights. This is not my preferred course of action, and I hope to resolve this matter amicably.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]