

[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 address a matter of copyright infringement regarding written materials that I believe are my original work, specifically [describe the written material, e.g., title or type of document]. It has come to my attention that this material is being used without my permission in [describe where and how the infringement is occurring].

As the copyright holder, I have not authorized the use of my work, and this infringement violates my rights under the Copyright Act. I kindly ask that you cease any further use of my material and remove it from [specify the location, e.g., website, publication] by [set a specific date].

If you fail to comply, I may have to consider further action to protect my rights.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,
[Your Name]