

# [Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

## [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Response to Copyright Infringement Allegation**

Dear [Recipient's Name],

Thank you for your letter dated [Insert Date of Allegation Letter] regarding the alleged copyright infringement related to [describe the work in question]. We take such allegations seriously and appreciate the opportunity to respond.

We would like to clarify that [provide a brief explanation or counter-argument regarding the allegation, including any license or permission, fair use claims, etc.].

To resolve this matter amicably, we are willing to [mention any steps you are willing to take, such as discussing the issue further, providing additional evidence, etc.]. We believe that this approach will help to address your concerns without the need for further action.

We value your intellectual property rights and would like to maintain a respectful dialogue. Please feel free to reach out to us at [Your Phone Number] or [Your Email Address] should you wish to discuss this matter in further detail.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]