

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]

Subject: Cease and Desist from Copyright Infringement

Dear [Recipient's Name],

I am writing to formally notify you that you are infringing upon my copyright for the following work: [Description of Work]. I hold the exclusive rights to this work, and I have not granted you any permission to use, reproduce, or distribute it.

It has come to my attention that you have [describe the infringement, e.g., "posted my work on your website," "distributed copies of my work," etc.]. This use is unauthorized and constitutes copyright infringement under [cite relevant copyright law or statute].

Therefore, I demand that you cease and desist from all further use of my copyrighted material immediately. Please confirm in writing within [number of days, e.g., "10 days"] that you have taken steps to comply with this request.

If you do not comply, I may be forced to take legal action against you, including seeking financial damages and injunctive relief.

Thank you for your attention to this matter.

Sincerely,

[Your Name]