

Letter of Acknowledgment of Copyright Infringement

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

We are writing to acknowledge receipt of your claim regarding copyright infringement concerning [specific work or material]. We take such matters very seriously and appreciate you bringing this to our attention.

Upon reviewing the details of your claim, we recognize that [briefly describe the infringement, if applicable]. We are committed to addressing this issue promptly.

Please be assured that we are taking steps to rectify the situation. [Explain actions taken or actions to be taken, e.g., removal of the infringing material, financial restitution, etc.].

We appreciate your understanding and look forward to resolving this matter amicably. If you have any further questions or need additional information, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]