

# Notice of Intellectual Property Violation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that your recent actions have infringed upon our intellectual property rights, specifically concerning [describe the specific intellectual property, e.g., patents, trademarks, copyrights].

It has come to our attention that you have [describe the violation, e.g., used our copyrighted material without permission, reproduced our trademarked logo, etc.]. This action is a clear violation of our rights and is damaging to our business.

We request that you immediately cease and desist all activities related to this violation. Please confirm in writing by [insert date, typically 10-14 days from the date of the letter] that you have complied with this request.

Failure to rectify this situation may result in legal action to protect our rights and interests.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]