

[Your Letterhead]

Dear [name of infringer]

It has come to my attention that you have made an unauthorized use of my copyrighted work entitled [name of work] (the "Work") in the preparation of a work derived therefrom. I have reserved all rights in the Work, which was first published on [date] in [name of publication][, and I have registered the copyright].

Your work entitled [name of infringing work] and which appears [where infringing work has appeared] is essentially identical to the Work and clearly used the Work as its basis.

You neither asked for nor received permission to use the Work as the basis for [name of infringing work] nor to make or distribute copies of it. Therefore, I believe you have willfully infringed my rights under 17 U.S.C. Section 101 et seq. and could be liable for statutory damages as high as \$150,000 as set forth in Section 504(c)(2) therein.

I demand that you immediately cease the use and distribution of all infringing works derived from the Work, and all copies, including electronic copies, of same, that you deliver to me, if applicable, all unused, undistributed copies of same, or destroy such copies immediately and that you desist from this or any other infringement of my rights in the future.

If I have not received an affirmative response from you by [date] indicating that you have fully complied with these requirements, I shall consider taking any and all legal remedies available to rectify this situation.

Sincerely,

(Your Name)

**Important Notice: This is a sample form for illustrative purposes. This sample may not be suitable for your particular circumstances and different agreements or legal arrangements may be necessary depending on your jurisdiction. Therefore, you should not use this sample, or any part, without the advice of competent legal counsel.**