

## Model Cease and Desist Letter\*

Name  
Address

Re: Unauthorized Use of -----

Dear \_\_\_\_\_

I recently became aware that *[insert name of company]* is selling *[e.g., verbatim copies of power points I have created and use; copies of my lecture notes, a recording of my lectures]* for *[enter course name/title]*. I am the instructor for that course and the author of *[insert the description of the materials being infringed]*. I am writing to direct you immediately to cease and desist from reproducing and distributing my *[insert description of materials]*.

I am the sole owner of copyright in *[description of materials]*. As the sole owner of copyright, I hold the exclusive right to reproduce, modify, post, and distribute those materials and to grant others permission to exercise one or more of those rights. I have not authorized *[insert name of entity receiving the letter]* to reproduce, modify or distribute any of my materials in whole or in part.

Accordingly, *[name of company]* has no lawful right to copy, distribute, advertise, offer for sale and/or sell any material that copies, in whole or in part, or is based on my *[description of materials]*. I demand that you immediately:

1. Remove all “notes” for *[insert classes]* from your list of available course materials.
2. Destroy copies of *[description of materials]* including any computer stored versions.
3. Notify all persons affiliated with *[name of company]* that I will order all persons who are not enrolled in a class I teach who attempt to solicit “note takers” to sell to *[name of company]* copies of my course notes, record my lectures, or otherwise acquire my copyrighted materials for a commercial use to leave the classroom and area outside the room and that I will contact campus police to remove them if they refuse to leave promptly and/or file a report with campus police.
4. Notify me how many copies of my course materials you have sold and the price at which they were sold.
5. Provide written assurances to me that you have complied with these directives and will not in the future accept for sale or sell any of my copyrighted course materials.

Submit this information and your written assurances to me no later than *[insert a deadline]* so I do not have to consider further action.

---

Name, position, etc.

\* Disclaimer: The letter is a model that may be modified to suit the facts of a particular situation. It is not provided as legal advice in response to a specific situation.