

[Printed name and address]

<<Name>>  
<<Title>>  
<<Company Name>>  
<<Company Address>>  
<<Company Address>>  
<<Postcode>>

<<Date>>

Re: '<<name of work>>' or '<<name of work>> or <<name of work>>'

Dear <<name>>,

We, <<insert business name>>, a company registered in England, have copyright subsisting in the <<insert name of work>>', originally created on <<date>> [by <<insert name>>] or <<insert name>> [in the course of their employment with <<insert company>>] [assigned to us on <<date>>] as a copyright work under the provisions of the Copyright Designs and Patents Act 1988 since that date. A copy of said work is enclosed in Schedule 1 for your reference.

On <<date>> we became aware of the alleged copyright infringement. [Please also refer to the details of the alleged copyright infringement in Schedule 2.]

For the following reasons, we consider that the alleged copyright infringement constitutes copyright infringement:

As our consent to such activity was not given, and we find this activity unacceptable, we hereby request that you take the following steps within <<insert period, e.g. 14 days>>:

- [Cease all conduct which constitutes copyright infringement>>] **AND/OR**
- [Provide to us full details of the conduct complained of, including but not limited to, full details of quantities supplied, prices paid, and the identity and current whereabouts of all parties who have supplied the goods and other materials in breach of copyright and we have identified in this letter;] **AND/OR**
- [Provide to us full details of the current whereabouts of any and all goods and other materials in your possession that fall within the scope of the conduct complained of in this letter;] **AND/OR**
- [Deliver to us any and all goods and other materials in your possession that fall within the scope of the conduct complained of in this letter and to continue to deliver to us any goods and other materials that may come into your possession thereafter within <<insert period, e.g. 7 days>> of your receipt of this letter.] **OR**

- e) [Deliver to us a written statement of the facts of the conduct complained of and confirm that you will desist forthwith from the conduct complained of.]
- f) [Deliver to us a written statement of the facts of the conduct complained of above as may be determined by the court;] **AND/OR**
- g) [Deliver to us a written statement of the facts of the conduct complained of above as may be determined by the court, together with a statement of truth, from a properly authorised person, confirming that you have fully complied with the order and that the details required under parts b) and c) are as stated in the statement.]

We expect your acknowledgement of our response to our requests by <<insert date>>. If it becomes necessary to commence proceedings, which may be issued at any time and without further notice, we shall be entitled to remedies including, but not limited to, an injunction, damages, costs, interest, legal costs and interest, or delivery up (or destruction) of the offending materials.

Yours faithfully,

\_\_\_\_\_  
<<insert name and position, where appropriate>>

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