

WARNING:
THIS SAMPLE NOTICE NEEDS TO BE CUSTOMIZED FOR USE IN ANY PARTICULAR SITUATION. PLEASE CONSULT COUNSEL PRIOR TO ANY USE.

[DATE]

Via E-Mail to **[WEBSITE EMAIL ADDRESS]**

Attn: XYZ Website (“Website”)

Re: Notification Regarding Unauthorized Use of Copyrighted Work(s)

To Whom It May Concern:

[NAME] (“Owner”) is writing to put Website on notice of Website’s unauthorized use of one or more copyrighted work(s) owned and/or controlled by Owner. In particular, Website is making unauthorized use of the copyrighted work(s) regarding **[INSERT DESCRIPTION OF WORK(S) BEING INFRINGED]** (the “Work(s)”). An example of such unauthorized use, as of the date of this letter, can be found here:

[INSERT URL(S) WHERE THE WORK(S) AT ISSUE CAN BE FOUND ON WEBSITE]

On behalf of Owner, I hereby demand that Website cease its unauthorized use of the Work(s), and confirm in writing that it has so ceased such use by **[DATE]**.

Owner makes no representations or claims with respect to any third-party content that may incorporate or be included within the Work(s). This notice does not purport to be a complete statement of the law or the facts and is without prejudice to Owner’s rights in the United States and abroad, which rights are expressly reserved.

Sincerely,

[NAME]

[TITLE]

[CONTACT INFORMATION]