

[Print on Letterhead, insert details of work and details of author for use as an email]

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

<<Date>>

Re: '<<name of Work>>' of author>>

Dear <<name>>,

I/We am/are the owner(s) of all copyright in the <<insert type of work, e.g. literary, musical, artistic>> work entitled '<<insert title of work>>' which was originally created on <<insert date>> and has been protected under the provisions of the Copyright Designs and Patents Act 1988 since <<insert date>>.

It has come to my/our attention that the Work is/are being infringed by <<insert name and details if known>> and is being [made available through <<insert details of location, e.g. URL, name of publication etc.>>].

The infringing copy of the Work is <<insert details of location, e.g. URL, name of publication etc.>>.

The infringing copy of the Work is <<insert details of alleged infringement>>.

As my/our consent to use the Work <<insert details of use>> has been neither sought nor granted I/we hereby request that it is removed from <<insert details of location>> [publication] and that you contact me/us [in accordance with your <<insert details of policy or procedure>>] in order to resolve this matter in a mutually agreeable manner.

I/We anticipate your acknowledgment of my/our request and your compliance with my/our takedown/removal request by <<insert date>>.

Yours faithfully,

<<insert name of copyright owner>>