

[Print on Letterhead]

[Complaining party]

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

<<Date>>

Re: Breach of Licence

Dear <<name>>,

We refer to a Licence Agreement entered into between (1) <<name of party>> and (2) <<name of party>>, which grants you the right to use certain <<insert details e.g. copyright material, trademark(s), know-how>> for the purpose[s] of <<insert brief description of purpose(s)>>, subject to the terms and conditions set out in that Licence Agreement.

On <<insert date>> we became aware of a breach of licence by you. Without our consent, <<insert details of breach>>. This constitutes a breach of <<insert clause number>>] of the Licence Agreement and as such is unacceptable.

As our consent to act in this way was not granted we require that you act immediately:

- a) [Desist from breach of licence;] **AND/OR**
- b) [Deliver to us any items in your possession or control which have been created in breach;] **AND/OR**
- c) [Deliver to us a written statement of how you will desist forthwith from acting in breach of the Licence.] **AND/OR**
- d) [Deliver to us a written statement of truth, from a properly authorised person, confirming that you have fully complied with the obligations of the Licence.]

We expect your acknowledgement of our response to our requests by <<insert date>>. Failure to respond may result in us seeking further legal remedies.

Yours faithfully,

<<insert name of signatory on behalf of <<insert Company Name>> for and on behalf of <<insert Company Name>>