

[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>>] by <<insert name and details of assignor>> as a copyright work under the Copyright Designs and Patents Act 1988 since that date. A copy of said work is enclosed in Schedule 1 for your information.

On <<date>> we became aware that <<insert name>> was infringing the copyright in <<insert name of work>>. [Please also refer to Schedule 2 to describe the alleged copyright infringement in Schedule 2.]

For the following reasons, we consider that the conduct of <<insert name>> constitutes copyright infringement:

As our consent to such activity was not obtained we must inform you that we find this activity unacceptable, that it is in breach of copyright and we hereby request that you take the following steps within <<insert period, e.g. 14 days>>:

- [Cease all conduct which constitutes copyright infringement in <<insert name of work>>]; AND
- [Provide to us full details of the conduct complained of, including the names of all persons supplied, prices paid, quantities supplied, and the identity and current whereabouts of all persons who have supplied the goods or services;] AND/OR
- [Provide to us full details of the current whereabouts of any and all parties who have supplied the goods or services and all goods and other materials in your possession that are the subject of the conduct complained of in this letter;] AND/OR
- [Deliver to us any and all goods and other materials in your possession that are the subject 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 or control within the same scope within <<insert period, e.g. 7 days>> of your receipt of this letter;] AND/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 the order by <<insert date>>. If it becomes necessary to enforce the order at any time and without further notice, we reserve the right to seek remedies limited to, an injunction, damages (including costs and interest) and/or destruction (or destruction) of the offending materials.

Yours faithfully,

<<insert name and position, where appropriate>>