

**Cease and Desist Letter Template
(Content)**

If someone stole your content or program materials and posted them online, use this letter. This is different than someone using a program or business name, and a different letter should be used for that.

Copy this letter into an email, or, if you can find the exact physical address on whois.org, into a word processing document that you can print and mail.

To Whom It May Concern:

The web page [insert URL of page with infringing material] of your site [site name] displays an unauthorized copy of my work entitled, “[name of your program, blog post, etc. that has been stolen].” This work was previously published at [your web page] on [date, as specific as possible]. I hold all rights to this work and have not provided authorization or license for you to use it in this way.

When you purchased these materials, you agreed to a License Agreement that specifically stated you could not do [insert type of use they are doing on an unauthorized basis].

OR

When you purchased these materials, you agreed that you were only authorized to use the materials in these ways: [insert from agreement].

As a result, your publication of my work without permission or authority is unauthorized and causes confusion by the public as to the true author and source. Therefore, you have infringed upon my ownership of the work and are in violation of 17 USC 101, et seq. You are also in violation of other laws, including the Digital Millennium Copyright Act.

This letter serves as a demand that you cease and desist from using and distributing the work I have identified here, and that you destroy any copies of this work and others of mine which you may have in your possession.

If I have not received acknowledgment of this letter in 48 hours, I will take the next steps provided by law to enforce my rights to their fullest extent. You can reach me at [phone, email, etc.]

Sincerely,

[your name]

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*You may notice that the letter is not super threatening, and that’s for good reason. If you had to proceed to a lawsuit for whatever reason, this letter will be Exhibit A- and you don’t want to appear unreasonable or heavy-handed at the start.*