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**<<INSERT LETTERHEAD>>**

<<INSERT DATE>>

Dear Sir/Madam,

We are the proprietors of all copyright in the <<INSERT EITHER: literary/artistic/musical/graphic>> work entitled <<INSERT NAME(S)>> (the “Work”).

It has come to our attention that your work entitled <<INSERT NAME(S)>> is identical/substantially similar to our copyrighted Work. The infringing work appears on a site operated by you at <<INSERT LINK>>. We have reserved all rights in the Work, which was first published on <<INSERT LINK>> in <<INSERT DATE OF PUBLICATION>>.

Permission was neither asked nor granted to reproduce our Work and your work therefore constitutes infringement of our rights. The infringement is unacceptable to us.

If proceedings become necessary (which may be issued and served without further notice to you), the remedies available to us include an injunction against your continued infringement, as well as damages for the loss we have suffered as a result of your infringing conduct in addition to legal costs and interest.

In the circumstances, we demand that you immediately: ***(N.B. Please choose the ones applicable)***

1. remove all infringing content from your site immediately and notify us in writing that you have done so;
2. credit all infringing content to ourselves in the following manner <<INSERT DETAILS>> and pay a licensing fee in the amount of £<<INSERT AMOUNT>>;
3. immediately cease the use and distribution of our copyrighted material;
4. deliver-up to us all infringing Work in your possession, custody or control;
5. undertake in writing to desist from using any of our copyrighted work in future without prior written authority from us.
6. remove any further work that infringe our copyright;
7. post an apology on your site <<INSERT LINK>> clarifying who the real author is and giving credit to us for the Work.

We expect to hear from you by no later than close of business on <<INSERT DATE>>.

Yours faithfully,

<<INSERT SIGNATURE>>