

Free Notice of Intent to Sue Letter Sample for Intellectual Property Infringement

Download a free **Notice of Intent to Sue** letter sample specifically designed for intellectual property infringement cases. This template helps you formally notify the alleged infringer and assert your legal rights effectively. Use it to initiate the enforcement process while protecting your creative assets.

Sample Notice of Intent to Sue Letter

[Your Name or Company Name]
[Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]
[Recipient's Name or Company Name]
[Recipient's Address]
[City, State, ZIP Code]
Subject: Notice of Intent to Sue for Intellectual Property Infringement
Dear [Recipient's Name]:
I am writing on behalf of [Your Name or Company Name], the rightful owner of certain intellectual property rights in [briefly describe the intellectual property: e.g., copyright]. It has come to our attention that you are engaging in activities that infringe upon our intellectual property rights, specifically [describe the nature of the infringement, e.g., unauthorized use, copying, distribution]. This letter serves as a formal notice of our intent to initiate legal proceedings against you if you do not immediately:
1. Cease and desist from all infringing activities, and
2. Provide written confirmation of compliance within [X] days from the date of this letter.
Failure to comply with these demands may result in our pursuing all available legal remedies, including an injunction, monetary damages, and recovery of legal fees.
We encourage you to take this matter seriously. If you wish to discuss a resolution, please contact me at your earliest convenience.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Company Name, if applicable]

Disclaimer: This sample letter is for informational purposes only and does not constitute legal advice. You should consult an attorney to ensure the letter is appropriate for your specific situation.