*[Artist’s Letterhead]*

 *[Remove all language in italics before using this form.]*

**CEASE AND DESIST LETTER**

*[Date]*

*FOR SETTLEMENT PURPOSES ONLY*

*FED. R. EVID. 408*

*[First and Last Name]*

*[Address]*

RE: *[List project or issue]*

Dear *[Name]*:

It has come to my attention that you have made an unauthorized use of my copyrighted work entitled *[name of work]* (“the Work”). I own all rights, including copyright, in the Work, [first published in *[date]*], [and have registered copyright therein]. Your work entitled *[name of infringing work]* is essentially identical to the Work [or clearly copies certain portions of the Work]. *[Give a few examples that illustrate direct copying.]*

As you neither asked for nor received permission to use the Work as the basis for *[name of infringing work]* nor to make or distribute copies, including electronic copies, of same, I believe you have willfully infringed my rights under *17* U.S.C. Section *101* et seq. [and could be liable for statutory damages as high as *$150,000* as set forth in Section *504*(c) (*2*) therein].\*

I demand that you immediately cease the use and distribution of *[name of infringing work]* and all other infringing works derived from the Work, and that you delete or remove from circulation all copies, including electronic copies, of same; that you deliver to me, if applicable, all unused, undistributed copies of same, or destroy such copies immediately; and that you desist from this or any other infringement of my rights in the future. I also require an accounting of all profits you have made to date from sales or other exploitation of *[name of infringing work]*. If I have not received an affirmative response from you by *[date–give them about 2 weeks]* indicating that you have fully complied with these requirements, I shall take further action against you. This letter is written without prejudice to my rights, all of which are hereby expressly reserved.

Very truly yours,

*\*Text in brackets only applies if the copyright for the infringed work has been registered.*