(Your Letterhead)

March 28, 2018

Attn: Name of Contact

Company Name

Address Line 1

Address Line 2

Re: Your Site Name Content Link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Infringing Website Link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licensing Fees Owed to Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I have given you prior notice that you are using licensed content belonging to Your Name or Name of Your Tarot Business and you have been fully apprised of the licensing terms should you fail to cease and desist from use of my content as set forth in my letter to you dated Date You Sent the First Cease & Desist Notice. Even if you dispute the enforceability of a licensing agreement, you will be liable for damages as a result of your copyright infringement.

As of this writing, you owe a total of $\_\_\_\_\_\_\_\_\_\_\_\_\_ in licensing fees, accounted as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Month of Use | Date Fee Due | Amount Due | Subtotal |
|  |  | $100.00 |  |
|  |  | $100.00 |  |
|  |  | $100.00 |  |
| 10% Interest Charge: | |  |  |
| TOTAL DUE AND PAYABLE  BEFORE Insert Deadline Date: | | |  |

Please pay the above-listed amount by Insert Deadline Date. Contact Your Name or Name of Your Tarot Business immediately to arrange for payment.

Otherwise further costs and damages may result and Your Name or Name of Your Tarot Business will have no choice but to escalate legal proceedings against you. Such actions may include the initiation of a lawsuit or other legal action against you, referral of your account to a collection agency that may then have an adverse effect on your credit, and any other measures afforded to Your Name or Name of Your Tarot Business under law.

*Optional Paragraph, Assuming Applicable:* Furthermore, please be advised that my work is a registered copyright with the United States Copyright Office. I am therefore availed statutory damages and attorney’s fees against you should I prevail in court. Statutory damages award me up to $150,000.00 for your willful infringement of my copyright, in addition to payment of my attorney’s fees. I urge you to seek legal counsel and believe your counsel will advise you to either cease and desist from your infringement or pay the noted licensing fees.

This letter is written without prejudice to my rights, all of which are hereby expressly reserved. Thank you and I anticipate your fullest cooperation.

Regards,

Your Name or Name of Your Tarot Business

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| --- |
| **Best Practices Notes:** Before you send this final notice out, if you have not registered your copyright already with the U.S. Copyright Office, then now would be a good time to register your copyright. Once registered, you’ll be able to include the optional paragraph in the letter template noted in blue font. |