(Date)

(Company/Website)

Attn: DMCA Complaints

(Address)

(Email)

Dear Sir/Madam:

I am the creator and owner of one or more copyrighted works appearing on your web site, [insert website name], and I am writing to you concerning the unauthorized display of those copyrighted works on the site.  I have not granted permission or license for you to post or otherwise use those materials.

Pursuant to 17 USC 512(c)(3)(A), please immediately and permanently remove or disable access to the following items:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| State | School | Department | Title | URL |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I have a good faith belief that use of the copyrighted materials described above as allegedly infringing is not authorized by the copyright owner, its agent, or the law.  
  
I swear, under penalty of perjury, that the information in the notification is accurate and that I am the copyright owner or am authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

 I may be contacted by the following methods:

|  |  |
| --- | --- |
| Physical Address: |  |
| Telephone: |  |
| Email: |  |
| Fax: |  |

Thank you for your kind cooperation.

Regards,

(your name)