Date

Dear [name of infringer]:

It has come to my attention that you have made an unauthorized use of my copyrighted work [name of or description of the work] (the "Work") by posting it to the website [provide website URL]. I have reserved all rights in the Work.

The Work was provided for individual student use in completing an academic course. You neither asked for nor received permission to use the Work for any other purpose nor to make or distribute copies of the Work via the internet or elsewhere. Therefore, I believe you have willfully infringed my rights under 17 U.S.C. Section 101 et seq. and could be liable for monetary damages as set forth therein.

I demand that you immediately cease the use and distribution of the Work and all copies, including electronic copies, of the Work by removing the Work from the website [provide website URL] and that you desist from any further infringement.

If I have not received an affirmative response from you by [date] indicating that you have fully complied with these requirements, I shall consider taking any and all legal remedies available to rectify this situation.

Sincerely,

(Your Name)