



LETTER INSTRUCTIONS

1. Use Find and Replace function to replace Offending Website with website name
2. Find website owner address. This takes sleuthing. Google their name, website, twitter, email address. Use yellowpages.com, subscribe to their newsletter it might be on the bottom. Google the address when you find it, too.
3. Find website host (BetterWhois.com) and find their "abuse address and email"
4. This is an "all guns blazing" letter. This letter is designed to be sent after the offending website's contact form has been filled out, complaint explained and no action has taken place since then. This letter is intended to scare and work on the very first send. Do not waste your time with pleasantries.
5. Delete this top portion

Date

[INSERT Offender Site Owners Address (see BetterWhoIs.com)]

Notification also via email, [Offending Website] contact form, via [Offending Website] webhost, via [Offending Website] Twitter account, and all known addresses

RE: [INSERT NAME OF PROBLEM]

Dear. (Offending Website) owner,

It has come to our attention that [Offending Website] is habitually stealing content from other sites and using it for their own. This is happening regularly and is fully known by site owner. All the code, images, copy and information is copyrighted and therefore is a jail-able offense.

We are asking that you cease taking content from (YOUR WEBSITE) immediately, that you remove all content stolen from site and that you inform us when said task is completed. Since we have sent this request through your site contact form already, we are now giving you 5 days from the above date to comply and provide evidence.

We have screenshots and narrated video showing the evidence of stolen content including links, references to (YOUR WEBSITE) in print and code, and use of copyrighted images. All must be taken down immediately.

If we do not hear from you in 5 days via the (YOUR WEBSITE) contact form, we will escalate this matter and will bring it to the attention of the following:

[Offending website] Hosting company name
Get address and abuse email addy

Facebook (as a violation of their terms of service)
<https://www.facebook.com/safety/groups/law/guidelines/>
Attn: Facebook Security, Law Enforcement Response Team
1601 Willow Road
Menlo Park CA 94025

Federal Trade Commission (transmitting stolen information)
spam@uce.gov

[Offending Website Hometown] Police Department
Find Criminal Investigation Detective addy and phone number using the web

Find contact information for every site you know to be associated with offending website including all companies they are using to monetize, forms they are using, Google, Plug-ins you can see they are using.

[Real Examples you can include]
SavingStar.com (violation of Digital Millennium Copyright Act)
Michael Libenson, President
400 Totten Pond Road, Suite 300
Waltham, MA 02451
Email: copyright@SavingStar.com
Tel: 800.618.3893 ext. 503
Fax: (781)-209-5557

RedPlum (violation of their Terms of Service)
Valassis
Attn: IT Security Manager
1 Targeting Centre
Windsor, CT 06095
itsecurityapproval@valassis.com

Your immediate attention is appreciated

Your name or attorney's name
(YOUR WEBSITE) Intellectual Property Department