

[Insert Date]

VIA USPS Return Receipt Mail **[Insert Mailing Number]** and VIA FAX to (650) 963-3255

Google, Inc.
Attn: Google Legal Support, DMCA Complaints
1600 Amphitheatre Parkway
Mountain View, CA 94043

RE: Remove, disable, and prevent search engine access to **[http://www.\[insert domain & url\]](http://www.[insert domain & url])**

Dear Google, Inc.

I, **[Insert your NAME]**, certify under penalty of perjury, that I am an agent authorized to act on behalf of the owner of certain intellectual property rights.

I have a good faith belief that the items or materials contained on **[insert infringing URLs, could be a list, could include as a CD]** and identified in Exhibit 1 **[insert URLs as an exhibit so that it can be separated]** of the Letter are not authorized by law for use by the above named domain name owner or their agents and therefore infringes the copyrights owned by **[Owner's Name]**. I hereby demand that you act expeditiously to remove, disable, as well as prevent search engine access to the material or items claimed to be infringing.

My contact information is as follows:

[Insert Organization Name]
[Insert Your Name]
[Insert Address]
[Insert City, State Zip Code]
[Insert your phone number]
[Insert your email]

We are sure that you understand that our proposal to resolve this matter without resorting to litigation is for settlement purposes only and without prejudice to any of **[Insert Owner's Name]** rights, which are expressly reserved.

Thank you for your immediate attention to this matter.

Respectfully,

[Insert your signature]