Month Day, Year

**Sender Information:**  
Organization Name  
Your Full Name, Title  
Your Contact Email Address  
Your Phone & FAX Number  
Your Mailing Address  
City State Zip

**Recipient Information:**  
Future Quest, Inc.  
C/O Copyright Agent for Notice of Claims of Copyright Infringement

Sent via: FAX and Postal Mail (or Email etc...)  
**DMCA Notice of Copyright Infringement  
re: [http://example.com (IP 1.23.45.67)]**   
  
Dear Future Quest, Inc.   
  
I, [Your Full Name Organization Name & Title], 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 listed below are not authorized by law for use by the above named domain name owner or their agents and therefore infringes the copyright owner's rights. I hereby demand that you act expeditiously to remove or disable access to the material or items claimed to be infringing.   
  
My contact information is as follows:  
  
Organization Name  
Your Full Name, Title  
Your Contact Email Address  
Your Phone & FAX Number  
Your Mailing Address  
City State Zip