

**DATE**

Dear **SITE NAME** Administrator,

It has come to my attention that my novel(s), **TITLE(S)** (hereinafter referred to as the "Copyrighted Work(s)"), has been posted [**or made available for download**] on **SITE NAME**. I located the [**downloadable file(s)**] copy(s) of the Copyrighted Work at the following URL(s) on **MONTH/DAY/YEAR**.

**URL (list each violation with sufficient detail for the site administrator to find it)**

As owner of the Copyrighted Work, I request that you promptly remove it from your site. Neither I nor any agent of mine gave permission for the Copyrighted Work to be posted on your site, and I have a good faith belief that there is no legal basis for such use. Pursuant to the Digital Millennium Copyright Act, I affirm under penalty of perjury that, as owner, I am authorized to request that the Copyrighted Work be taken down. I further affirm that the information in this notification is accurate. **[PLEASE BE SURE TO CHECK WITH YOUR PUBLISHER TO ENSURE THE ACCURACY OF THIS STATEMENT PRIOR TO SENDING ANY LETTER]**

I trust that this matter will be dealt with in a timely manner. Contact me using the information listed below once the Copyrighted Work has been removed from **SITE NAME**.

**Author**  
**Email Address or Physical Address**

Sincerely,  
**Author Name**