**[Insert Date]**

**[Insert name, address, and email of DMCA Agent for Infringing Entity]**

*As of April 2019, the DMCA Agent for Course Hero is:*

*Course Hero, Inc.*

*Attn: Terry Park, DMCA Complaints/Agent*

*2000 Seaport Blvd., Floor 3*

*Redwood City, CA 94063*

*EMAIL:* [*dmca@coursehero.com*](mailto:dmca@coursehero.com)

*Fax: (650) 649-2319*

RE: NOTICE OF COPYRIGHT INFRINGEMENT

Dear **[Insert Name of Registered Agent (i.e., Mr. Park)]**:

It has recently come to my attention that **[Company Name and URL (i.e., Course Hero (www.coursehero.com)]**, in violation of U.S. copyright laws, reproduces, displays, distributes, and hosts my copyrighted works without my authorization. This communication serves as official notice of copyright infringement pursuant to the Digital Millennium Copyright Act (”DMCA) 17 U.S.C. § 512(c). I am providing this notice in good faith and with the reasonable belief that my rights, as the exclusive rights holder, are being infringed.

I am the owner and exclusive rights holder of the following copyrighted material(s) that is(are) posted without authorization on your website.

***Option 1:*** *When one URL covers multiple copyrighted works, you may provide that single URL and identify representative documents. Use the following sentence:*

“Given that there are multiple infringements of my copyrighted works at a single URL on your site, I am required to provide only a representative list of the infringed works (§ 512(c) (3) (A) (ii), (iii)): [**Insert URL and then a list of the titles of representative documents]**”

*To avoid a back-and-forth with the copyright infringer, we suggest listing ALL documents, if possible.*

***Option 2:*** *If the copyrighted material are at separate URLs, you need to provide the URL for each individual document that is infringed.* Use this sentence: “The infringed works are located at the following URLs (§ 512(c) (3) (A) (ii), (iii)): [**Insert URL and list of the infringed titles; Insert URL and list of infringed titles description; repeat until all URLs and titles are provided.]**”

I confirm that the information in this notification is both true and accurate, and under penalty of perjury, that I am the owner of the copyrighted material identified above.

Please be advised that upon receipt of this notice, you, as the designated agent **of [Insert Company Name (i.e., Course Hero, Inc.]**, must respond expeditiously to remove or disable access to the materials identified above as being the subject of infringement. Please provide me, within seven (7) days of this notification, written assurance that **[Insert Company Name (i.e., Course Hero, Inc.]** will comply with my request. Should you wish to discuss this matter with me, please contact me directly at the following address/email.

**[Name]**

**The Pennsylvania State University**

**[Mailing Address]**

**University Park, PA 16802**

**Telephone:**

**Email:**

I look forward to your prompt attention to this matter.

Sincerely

**[Insert electronic signature]( i.e., /Name/”)**

**[Insert name]**