



Date:

Dear: *Company/Contact Name*

You have contacted us indicating that you have found file(s) identified as copyrighted materials that are accessible to all Internet or district users in violation of copyright law on our website.

We are informing you that the individual who posted your material/link at the following location: [{Insert Link}](#) is no longer employed at our district and had used a third-party web or content site to display the materials. We have no means of accessing their personal site to remove that material or the link at this time. We recommend that you pursue the individual separately as s/he is responsible for the content on this personal site.

If you have further questions or need additional clarification, please don't hesitate to contact me.

Sincerely,

Cindi Krachtus

Cease and Desist Coordinator

ckrachtus@sd308.org