
Cease and Desist Legal Letter

[Your Name/Your Law Firm's Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

To

[Recipient's Name/Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Cease and Desist Notice

Dear [Recipient's Name/To Whom It May Concern]:

1. Introduction:

This letter serves as a formal cease and desist notice regarding [specific issue, e.g., "unauthorized use of intellectual property," "harassment," "defamation"].

2. Background:

On [Date], it was brought to our attention that you [specific action or violation, e.g., "used our copyrighted material without permission"]. This conduct is in violation of [specific law, regulation, or agreement].

3. Demand:

You are hereby required to cease and desist from [specific action] immediately. Additionally, we demand that you [additional demands, e.g., "remove all infringing materials from your website"].

4. Consequences of Non-Compliance:

Failure to comply within [specific time frame, e.g., "7 days from receipt of this letter"] will result in legal action being taken against you, including but not limited to [list potential legal actions].

5. Closing Statement:

We trust you will address this matter promptly to avoid escalation. Please confirm your compliance in writing by [specific date].

Sincerely,

[Your Name]

[Your Title/Position, e.g., Attorney-at-Law]

[Your Firm's Name, if applicable]

[Enclosures: [List any supporting documents, if applicable]]