# Cease and Desist Letter

**Purpose:** This letter serves as a formal notification demanding that the recipient immediately cease and desist from engaging in the specified activity which is alleged to be infringing, unlawful, or harmful.

**Date:** {date}

**To:**  
{recipientName}  
{recipientAddressLine1}  
{recipientAddressLine2}

Dear {recipientName},

This letter is to formally notify you that your actions concerning {subjectOfInfringement} constitute a violation of {violationType}. These actions have been observed on or about **{incidentDate}**, and they continue to affect the rights and interests of **{senderName}**.

It is believed that your conduct involves the following:

{#violations}

* {description}

{/violations}

This activity infringes on the rights held by **{senderName}**, and it is requested that you **immediately cease and desist** from any and all such activity, including but not limited to the actions described above.

{#additionalEvidence}Enclosed/attached is evidence which documents the violation:

* {evidenceDescription}

{/additionalEvidence}

Demand is hereby made that, by no later than **{responseDeadline}**, you provide written confirmation of cessation of the aforementioned conduct. Failure to comply with this demand will leave {senderName} no choice but to pursue all available legal remedies, including seeking monetary damages, injunctive relief, and legal costs, without further notice.

{^allowNegotiation}No further negotiation or delay is acceptable at this time.{/allowNegotiation}

{#allowNegotiation}If you wish to discuss this matter further or propose a resolution, you may contact the undersigned by {preferredContactMethod} before the above deadline.{/allowNegotiation}

This letter is written without prejudice to {senderName}'s rights and claims, all of which are expressly reserved.

Sincerely,

**{senderName}**  
{senderTitle}  
{senderCompany}  
{senderAddressLine1}  
{senderAddressLine2}  
Email: {senderEmail}  
Phone: {senderPhone}