

CEASE AND DESIST LETTER

I. SENDER INFORMATION

Name: _____
Company Name (if applicable): _____
Address: _____
City, State, ZIP: _____
Phone: _____
Email: _____

II. RECIPIENT INFORMATION

Name: _____
Company Name (if applicable): _____
Address: _____
City, State, ZIP: _____

III. NOTICE DETAILS

Date of Notice: _____ day of _____, 20____
Reference Number: _____

IV. NATURE OF VIOLATION

This letter serves as a formal demand to cease and desist the following activity immediately.

Type of Violation (Check all that apply):

- ☐ Intellectual Property Infringement
- ☐ Harassment or Stalking
- ☐ Defamation (Libel/Slander)
- ☐ Breach of Agreement
- ☐ Unauthorized Use of Assets
- ☐ Trespassing
- ☐ Other: _____

Description of Violation:

Please provide a detailed description of the unauthorized actions or behaviors:

V. RECORD OF INCIDENTS

The following specific incidents or actions have been documented:

Date of Incident	Description of Activity	Location/Platform	Impact/Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VI. DEMAND FOR ACTION

You are hereby requested to immediately stop the actions described above. Continued engagement in these activities is unacceptable.

Required Actions:

- ☐ Stop all contact immediately
- ☐ Remove unauthorized content
- ☐ Return property/assets
- ☐ Cease use of trademark/copyright
- ☐ Other: _____

Deadline for Compliance:

Compliance is expected by the _____ day of _____, 20____.

VII. ACKNOWLEDGMENT

Please acknowledge receipt of this letter and confirm your compliance in writing.

Sender Signature: _____

Date: _____ day of _____, 20____