

# Cease and Desist Checklist

## Action Checklist — ClearLegalTips.com (2026)

Send a letter that gets results, not one that backfires.

### Step 1 — Build Your Case

- ☐ Documented the exact conduct with dates and evidence
- ☐ Confirmed your legal basis (and did not overstate it)

### Step 2 — Write

- ☐ Stated the conduct, your right, the demand, and a firm deadline
- ☐ Stated the consequences for non-compliance
- ☐ Kept the tone firm and professional

### Step 3 — Send

- ☐ Sent by certified mail, return receipt requested
- ☐ Kept copies of the letter and receipts

### Step 4 — Follow Up

- ☐ Calendared the deadline
- ☐ Decided your next step (attorney letter / lawsuit) if ignored

#### INSTRUCTIONS FOR USE

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