

CEASE AND DESIST LETTER

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CEASE AND DESIST LETTER

[DATE]

Your name / address: _____

Recipient name / address: _____

RE: Demand to Cease and Desist [describe activity, e.g., "Unauthorized Use of Trademark"]

1. The Conduct

Describe exactly what the recipient is doing (with dates/specifics): _____

2. Your Legal Right

State the right being violated (trademark, contract, copyright, FDCPA, etc.): _____

3. Demand

I demand that you immediately CEASE and DESIST from the conduct described above and refrain from resuming it.

Specific actions the recipient must stop: _____

4. Deadline

Date by which you must comply (e.g., 10-14 days): _____

5. Consequences

If you do not comply by the deadline, I reserve the right to pursue all available legal remedies, including a lawsuit seeking damages and an injunction, without further notice.

6. Written Confirmation

Please confirm in writing that you have stopped the conduct.

Your signature / date: _____

(Send by certified mail, return receipt requested. Keep copies of the letter and the mail receipts.)

INSTRUCTIONS FOR USE

Complete the bracketed fields, delete anything that does not apply, sign, and keep with your records.

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