

# Cease and Desist Order

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Infringing Party's Name]**  
[Infringing Party's Title / Position]  
[Infringing Party's Company Name]  
[Infringing Party's Company Address]  
[City, State, Zip Code]

Dear [Infringing Party's Name],

I am writing to formally notify you that [Your Company Name] holds the rights to the trademark "[Trademark Name]" which is registered with [Trademark Office/Registration Number]. It has come to our attention that you are utilizing a mark that is identical or confusingly similar to our trademark in connection with [describe the infringing goods/services].

This use of our trademark is unauthorized and constitutes trademark infringement under [relevant trademark law]. We demand that you immediately cease and desist from any further use of our trademark and any confusingly similar marks.

Failure to comply with this request will leave us no choice but to take appropriate legal action to protect our rights.

We appreciate your attention to this serious matter and expect your written response by [provide a deadline, e.g., 15 days from date of letter].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]