

Cease and Desist Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request that you cease and desist from [describe the specific actions you want them to stop] which is infringing upon my rights related to [specify the rights infringed, if applicable].

We believe that this situation can be resolved amicably and would like to enter into a negotiation process to discuss how both parties can move forward without additional conflict.

Please respond to this letter by [set a specific date]. I look forward to your cooperation in resolving this matter swiftly.

Thank you for your attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]