

Cease and Desist Notification

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you to cease and desist from the dissemination or publication of any material related to [specific content or subject matter] that infringes upon my rights. The material in question includes [describe specific media, e.g., articles, images, videos], and it has come to my attention that you are currently [describe how the recipient is using the material].

This activity constitutes a violation of [mention relevant laws or rights, e.g., copyright laws, privacy rights], and I request that you take immediate action to remove or halt any further distribution of such material. Failure to comply may result in legal action.

Please confirm in writing by [date, typically 10-14 days from the date of the letter] that you have complied with these demands.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]