

Cease and Desist Letter for Intellectual Property Infringement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Cease and Desist for Intellectual Property Infringement

Dear [Recipient's Name],

I am writing to you on behalf of [Your Company/Your Name], the owner of [describe your IP, e.g., trademarks, copyrights, patents]. It has come to our attention that you are currently engaged in activities that infringe upon our intellectual property rights, specifically [describe the infringement, e.g., unauthorized use of copyrighted material or trademarks].

This letter serves as a formal request for you to immediately cease and desist from all infringing activities, including but not limited to [list specific actions you want them to stop]. Your actions are unauthorized and constitute infringement of our intellectual property rights.

If you do not cease these activities within [number of days, typically 10-14 days] from the date of this letter, we will be forced to take appropriate legal action against you to protect our rights, which may include seeking monetary damages and injunctive relief.

We hope to resolve this matter amicably and without the need for litigation. Please confirm in writing by [deadline date] that you have complied with our request to cease and desist.

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]