

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],

This letter serves as a formal notice to you regarding the unauthorized use of my intellectual property, specifically [describe the intellectual property, e.g., trademark, copyright, or patent]. It has come to my attention that you are [describe the infringing activity, e.g., using my trademark without permission, reproducing my copyrighted work], which constitutes a violation of my intellectual property rights.

I hereby demand that you immediately cease and desist from any further use of my intellectual property and remove any infringing materials from your [website/store/business] within [number] days of receiving this letter. Failure to do so may result in legal action to protect my rights.

Please consider this letter a final opportunity to rectify this matter amicably. If I do not receive a response from you by [response deadline], I will be compelled to take appropriate legal action to enforce my rights without further notice.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]
[Your Title/Organization, if applicable]