

Cease and Desist Letter for IP Infringement

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

Date: [Insert Date]

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

Subject: Cease and Desist Notice for Intellectual Property Infringement

Dear [Recipient's Name],

This letter serves as a formal notice to inform you that your actions involving [describe the infringing activity, e.g., "the use of our copyrighted material," "the unauthorized sale of our trademarked products," etc.] are infringing upon our intellectual property rights.

We have found that you are [briefly describe how the infringement is occurring or what the infringing material is]. This action is a violation of [mention applicable laws, e.g., "the Copyright Act," "the Lanham Act," etc.] and is causing damage to our business.

We hereby demand that you immediately cease and desist from [providing specific actions that must stop, e.g., "using, selling, or distributing the infringing materials," etc.]. You are required to respond to this letter within [number of days, e.g., "ten (10) days"] to confirm your compliance.

If you fail to comply with this request, we may pursue further legal action against you to protect our intellectual property rights without further notice.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]