

Cease and Desist Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally notify you that you are in breach of the terms of our contract dated [Insert Date of Contract]. Your failure to [Specify Breach] is unacceptable and requires immediate attention.

We hereby demand that you cease and desist from [Specify Actions] and take corrective measures to remedy this situation within [Specify Time Period]. Failure to comply may result in further legal action to recover damages and enforce the terms of the contract.

Please consider this letter a final opportunity to resolve the matter amicably. We hope to receive your response by [Insert Response Due Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Your Company Name (if applicable)]