

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]

Subject: Cease and Desist Notice for Breach of Contract

Dear [Recipient's Name],

This letter serves as a formal notice of your breach of contract regarding [briefly describe the contract, e.g., "the Service Agreement dated [insert date]"].

Specifically, you have failed to [describe the specific breach, e.g., "deliver the services as outlined in Section 3 of the contract"]. This breach has caused [describe any damages or issues caused by the breach].

Please be advised that we demand you to cease all actions that are in violation of this contract immediately. If you do not comply by [insert a deadline], we will consider taking appropriate legal actions against you.

We hope to resolve this matter amicably and urge you to contact us at your earliest convenience to discuss this issue.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name, if applicable]