

# Cease and Desist Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request that you cease and desist from [describe the activity, e.g., "using my copyrighted material" or "engaging in false advertising"]. This activity is unlawful and has caused significant harm to my business.

Please take notice that if you do not cease this activity immediately, I will take appropriate legal action to protect my rights, including but not limited to seeking damages and injunctive relief.

I hope that this matter can be resolved amicably and without the need for litigation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]