

Cease and Desist Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notice of your unlawful actions concerning [describe the specific actions or violations]. It has come to our attention that you are [describe the issue in detail, e.g., "using our trademark without permission," "harassing our employees," etc.].

Your actions constitute a violation of [cite relevant laws or agreements] and are harmful to our interests. As such, we demand that you cease and desist from these activities immediately.

Please be aware that failure to comply with this notice may result in legal action being taken against you. We sincerely hope that we can resolve this matter amicably.

We expect your written confirmation of compliance by [insert deadline]. If you have any questions regarding this matter, please contact us at [your contact information].

Thank you for your immediate attention to this serious issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Contact Information]