

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]

Dear [Recipient's Name],

I am writing to formally notify you to cease and desist from [describe the action or behavior, e.g., "using my copyrighted material without permission"] that is causing harm to me and my interests.

It has come to my attention that you have [describe specific actions that need to stop, e.g., "been reproducing and distributing my work without authorization"]. This conduct is unauthorized and violates [cite relevant laws or rights, e.g., "copyright law"].

You are hereby instructed to cease and desist from any further actions of this nature as of the date of this letter. Failure to comply may result in legal action being taken against you.

Please confirm in writing by [specific date, e.g., "within 14 days"] that you have taken the necessary steps to correct this situation. Your cooperation is appreciated.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]