

Cease and Desist Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that your actions constitute an infringement of our intellectual property rights. Specifically, we believe that your use of [describe the specific intellectual property, e.g., trademark, copyright, patent] without our authorization is in violation of applicable laws.

This infringement has caused, and continues to cause, damage to our brand/reputation, and we will not tolerate such actions. Therefore, we demand that you immediately cease and desist from any further use of our intellectual property, including, but not limited to, [provide details on the actions you want them to stop].

Please provide written confirmation by [insert date, typically 10-14 days from the date of the letter] that you have complied with this request. Failure to comply may result in legal action being taken against you to protect our rights.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]