

CEASE AND DESIST LETTER

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Date: _____

TO: _____ [Recipient Name]

_____ [Recipient Address]

RE: CEASE AND DESIST — _____ [Subject of Demand]

Dear _____:

I am writing on behalf of _____ [Sender / Client Name] (the "Aggrieved Party") regarding your unlawful conduct described below.

1. STATEMENT OF FACTS

The Aggrieved Party has become aware that you have engaged in the following conduct:

This conduct began on or about _____ [Date] and is ongoing.

2. LEGAL BASIS

Your conduct constitutes (check all that apply):

___ Trademark Infringement under the Lanham Act, 15 U.S.C. §1051 et seq.

___ Copyright Infringement under the U.S. Copyright Act, 17 U.S.C. §501.

___ Defamation under the laws of the State of _____.

___ Harassment under _____ [Statute].

___ Breach of Contract — _____ [Identify contract and provision].

___ Violation of Non-Compete / Non-Solicitation Agreement dated _____.

___ Tortious Interference with Business Relations.

___ Unfair Competition under _____ [State UDAP / common law].

___ Other: _____

3. DEMAND

You are HEREBY DEMANDED to immediately:

(a) CEASE AND DESIST the conduct described above;

(b) _____ [Additional specific demand, e.g., remove specific content, retract specific statement, return specific property, deliver specific accounting];

(c) Confirm in writing within ____ days from receipt of this letter that you have complied with the foregoing demands.

4. CONSEQUENCES OF NON-COMPLIANCE

If you fail to comply by _____ [Deadline, typically 7-14 days from receipt], the Aggrieved Party will, without further notice, pursue ALL available legal remedies, which may include:

- (a) Filing a civil action for injunctive relief, damages, and attorneys' fees;
- (b) Filing a DMCA takedown notice with internet service providers and platform hosts (for online infringement);
- (c) Seeking enhanced damages for willful misconduct based on this notice;
- (d) Reporting your conduct to applicable regulatory authorities;
- (e) Pursuing all other remedies at law or in equity.

5. RESERVATION OF RIGHTS

Nothing in this letter constitutes a waiver of any of the Aggrieved Party's rights, claims, or remedies, all of which are expressly reserved. The Aggrieved Party reserves the right to amend or supplement this letter and to take any action without further notice.

6. RESPONSE

Please direct all correspondence regarding this matter to:

_____ [Name]
_____ [Address]
_____ [Phone] |
_____ [Email]

Govern yourself accordingly.

Sincerely,

_____ [Printed Name]
_____ [Title or "Pro Se" / "Attorney for Aggrieved Party"]

CC (if applicable):

- ___ Recipient's registered agent
- ___ Recipient's employer / supervisor
- ___ Hosting platform / ISP
- _____

DISCLAIMER: This template is provided for informational purposes only and does not constitute legal advice. False or overreaching demands can expose the sender to claims of defamation or tortious interference. For high-stakes matters, consult a licensed attorney.