**cease and desist letter**

Date: October 9, 2022

To,

{{ATTN}}

{{Address}}

{{Postal code}}

{{Country}}

From,

{{ATTN}}

{{Address}}

{{Postal code}}

{{Country}}

Subject: {{Subject}},

Dear {{Name}},

This Cease-and-Desist letter is to inform you that your actions {{list the actions}} are an outright violation of the law. I demand immediate termination of these activities lest you want yourself to be subject to legal action.

It has come to my notice that your actions include the following:

{{List down the actions in detail. In case of trademark/copyright infringement, you are to mention that details of the copyright and the cost.}}

* {{Mention details about the contract that is breached.}}
* {{Mention the recipient's statements in case of a defamation}}.

Your unethical activities have led me to suffer from severe damages:

{{List down the damages — mental, physical, financial, etc.}}.

Let it be understood that I have all the evidence to take immediate action. However, this cease and

desist letter stands as a final warning to end your unlawful activities.

Failure to comply with this demand could very well give me the right to sue you and subject you to severe penalties. As a mark of respect to professional ethics, I am sending you the letter instead of a cease and desist order. However, I require you to sign and date the agreement attached herewith, declaring that you, in full consciousness, own up to your illegal activities, and agree never to pursue the same henceforth.

Sincerely,

**{{Company}}**

{{Signature}}

{{Formal Name}} {{Title}}

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