

# Cease and Desist Letter

Formal demand to immediately stop unlawful or harmful activity before legal action is pursued

**Important Notice:** This template provides a general framework for cease and desist letters. For complex matters or high-stakes disputes, consult with a licensed attorney in your jurisdiction. Send via certified mail with return receipt requested AND email to create documented proof of delivery.

## 1. Sender Information

### Sender Type\*

-- Select Sender Type --



### Full Legal Name / Business Name\*

Enter your full legal name or registered business name

### Mailing Address\*

Street address, City, State, ZIP Code

### Phone Number

(555) 555-5555

### Email Address\*

your@email.com

If sending on behalf of a client, you must have proper authorization to act as their representative.

## 2. Recipient Information

### Recipient Type\*

-- Select Recipient Type --



### Recipient Full Legal Name / Business Name\*

Enter recipient's full legal name or business name

### Recipient Mailing Address\*

Street address, City, State, ZIP Code

### Recipient Email Address (if known)

recipient@email.com

## 3. Letter Date and Reference

### Date of Letter\*

dd/mm/yyyy



### Reference/Case Number

Optional internal reference number

## 4. Type of Violation

### Primary Violation Type\*

-- Select Violation Type --



### If Other, Specify

Describe the type of violation

## 5. Legal Basis and Rights

### Description of Your Rights\*

Describe your ownership, registration, or contractual rights (e.g., trademark registration number, copyright ownership, contract terms)

### Registration/Reference Numbers

e.g., USPTO Reg. No. 1234567, Copyright Re:

### Date Rights Were Established

dd/mm/yyyy



For intellectual property claims, having valid registrations significantly strengthens your legal position.

## 6. Description of Violation

### Detailed Description of Infringing Conduct\*

Describe exactly what the recipient is doing that violates your rights. Include specific products, services, statements, or actions.

### Date(s) Violation Was Discovered\*

dd/mm/yyyy



### Location/Platform of Violation

e.g., website URL, physical location, social me

### Evidence Summary

List any evidence you have documented (screenshots, photographs, recordings, witnesses)

Be as specific as possible. Vague allegations weaken the legal effect of this letter.

## 7. Harm and Damages

### Type of Harm Suffered\*

- Financial loss
- Reputation damage
- Customer confusion
- Loss of business opportunities
- Emotional distress
- Other

### Description of Harm

Describe how this violation has affected you or your business

## 8. Specific Demands

### Primary Demands\*

- Immediately stop the specified activity
- Remove infringing materials
- Destroy infringing products/materials
- Provide written confirmation of compliance
- Provide accounting of profits/sales
- Other

### Additional Specific Demands

List any additional specific actions required

## 9. Compliance Deadline

### Compliance Period\*

-- Select Compliance Period --



### Deadline Date\*

dd/mm/yyyy



Courts generally view 10-30 days as reasonable. Extremely short deadlines (24-48 hours) may appear unreasonable and can weaken your legal position.

## 10. Response Instructions

### Preferred Response Method\*

- Written letter
- Email
- Phone call

### Response Contact Person

Name of person to contact if different from sender

### Willingness to Discuss Resolution

-- Select --



## 11. Consequences of Non-Compliance

### Intended Actions if Non-Compliant\*

- File civil lawsuit
- Seek injunctive relief
- Pursue monetary damages
- Report to relevant authorities
- Other legal remedies

### Additional Warnings

Any additional consequences you wish to communicate

**Disclaimer:** Do not make threats you do not intend to follow through on. Idle threats can undermine credibility.

## 12. Closing Statement

### Tone of Closing\*

-- Select Tone --

- Include standard litigation hold/evidence preservation notice
- Include statement reserving all legal rights and remedies\*

## 13. Attachments and Exhibits

### Exhibits Included

- Trademark/Copyright registration
- Screenshots of infringement
- Contract excerpts
- Photographs
- Correspondence history
- Other documentation

### Attachment Description

Briefly describe each exhibit being attached

## 14. Signature Block

**Printed Name\***

Your full legal name

**Title/Position**

e.g., Owner, President, Attorney at Law

**Signature Date\***

dd/mm/yyyy



**Bar Number (if attorney)**

State Bar number if applicable

**Signature\***

**Date\***

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Signature of Sender

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Date Signed

**Delivery Instructions:** Send via certified mail with return receipt requested AND email to create documented proof of delivery. Retain all delivery confirmations, copies of this letter, all attachments, and any responses received.