

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Sender Name]

[Sender Company/Law Firm]

[Sender Address]

[City, State, Zip Code]

Re: Acknowledgment of Cease and Desist Letter dated [Date of original letter]

Dear [Sender Name],

This letter is to formally acknowledge receipt of your cease and desist letter dated [Date of original letter], regarding [briefly state the subject, e.g., alleged copyright infringement / trademark use].

Please be advised that we are currently reviewing the claims and allegations set forth in your correspondence. We take such matters seriously and intend to conduct a thorough internal investigation into the facts of this situation.

We anticipate providing a substantive response to your concerns by [Date]. We request your patience during this period of review.

This acknowledgment is made without prejudice and does not constitute an admission of any wrongdoing or a waiver of any rights, claims, or defenses, all of which are expressly reserved.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title/Position]