

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

From:

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]

RE: ACKNOWLEDGMENT OF CEASE AND DESIST DIRECTIVE AND FINAL NOTICE

Dear [Recipient Name],

This letter serves as formal acknowledgment that you have been previously served with a Cease and Desist directive on [Date of Original Letter] regarding [describe the specific activity, e.g., unauthorized use of trademark, harassment, or breach of contract].

To date, our records indicate that you have failed to comply with the demands set forth in the initial directive. Specifically, you have continued to: [List specific violations].

THIS IS YOUR FINAL NOTICE.

You are hereby directed to immediately and permanently cease all prohibited activities. We demand that you provide written confirmation of your compliance with this directive no later than [Insert Deadline Date/Time].

Failure to comply with this final notice will result in immediate legal action. We reserve the right to seek all available legal remedies, including but not limited to, injunctive relief, monetary damages, and recovery of legal fees, without further notice to you.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]