

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

RE: FINAL NOTICE AND CEASE AND DESIST ACKNOWLEDGMENT

Dear [Recipient Name],

This letter serves as formal acknowledgment and final notice regarding your unauthorized actions concerning [Briefly describe the matter, e.g., Intellectual Property Infringement / Harassment / Breach of Contract].

Despite previous communications dated [Date of previous notice], you have continued to engage in [Specific prohibited activity]. This conduct is unlawful and will no longer be tolerated.

REQUIREMENTS FOR COMPLIANCE:

- Immediately cease and desist all [Specific activity] activities.
- Provide written confirmation that you have complied with this demand by [Deadline Date].
- [Additional Requirement, if applicable].

Failure to comply with this final notice by the date mentioned above will leave me with no choice but to initiate formal legal proceedings against you. This may include seeking injunctive relief, monetary damages, and recovery of legal fees without further notice.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]