

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Sender Name/Attorney Name]

[Law Firm Name, if applicable]

[Address]

[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Notice - [Reference Number/Subject Matter]

Dear [Name of Sender],

This letter serves as formal acknowledgment that I have received your correspondence dated [Date of the Cease and Desist Letter] regarding [Briefly state the subject, e.g., alleged copyright infringement / trademark use / contractual dispute].

I take the allegations and the notice of intent to litigate seriously. Please be advised that I am currently reviewing the claims and the demands outlined in your letter. I am also in the process of consulting with legal counsel to determine the appropriate course of action.

I intend to provide a formal and comprehensive response to your assertions by [Date - usually 10-14 days from receipt]. Until that time, this acknowledgment should not be construed as an admission of any wrongdoing or a waiver of any rights or defenses, all of which are expressly reserved.

Thank you for your patience while this matter is being reviewed.

Sincerely,

[Your Signature]

[Your Printed Name]