

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

[Date]

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

RE: FORMAL CEASE AND DESIST ORDER AND NOTICE OF INTENT TO FILE SUIT

Dear [Recipient Name],

This letter serves as a formal demand that you immediately cease and desist from the following unlawful activities: [Describe specific actions, e.g., harassment, trademark infringement, defamation, etc.].

Your actions constitute a direct violation of [mention specific laws or contracts if known]. These activities have caused, and continue to cause, irreparable harm to [Your Name/Business Name].

DEMAND FOR COMPLIANCE:

To avoid formal legal proceedings, you must satisfy the following requirements by [Date/Time Deadline]:

- Immediately stop all [unlawful actions] described above.
- Provide written assurance to this office that you have ceased these activities and will not resume them in the future.
- [Optional: Insert demand for return of property, removal of content, or monetary settlement].

NOTICE OF INTENT TO FILE SUIT:

Failure to comply with this demand by the deadline stated above will leave me no choice but to pursue all available legal remedies against you. This includes, but is not limited to, filing a civil lawsuit in [County/State] to seek injunctive relief, monetary damages, court costs, and attorney fees.

This letter is sent without prejudice to my rights and remedies, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]