

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

[Recipient Name/Law Firm Name]
[Recipient Address]
[City, State, Zip Code]

Re: Acknowledgment of Cease and Desist Notice and Notice of Impending Legal Action

Dear [Recipient Name],

This letter serves as formal acknowledgment that I have received your Cease and Desist notice dated [Date of Notice] regarding [Briefly State the Subject, e.g., Intellectual Property Infringement / Defamation / Breach of Contract].

Please be advised that I am taking the allegations stated in your correspondence seriously. I am currently in the process of reviewing the claims and investigating the facts surrounding this matter. [Optional: I have also referred this matter to my legal counsel for a formal evaluation.]

I acknowledge your statement regarding impending legal action should these demands not be met. However, this acknowledgment does not constitute an admission of guilt, a waiver of any rights, or an agreement to the demands specified in your letter at this time.

I intend to provide a comprehensive formal response to your claims by [Insert Date]. Until then, I request that you direct all future correspondence regarding this matter to [Your Name or Your Lawyer's Name] at the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]