

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

[Date]

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

RE: Acknowledgement of Cease and Desist Demand dated [Date of Demand Letter]

Dear [Recipient Name],

This letter serves as formal acknowledgement that I have received your correspondence dated [Date of Demand Letter], in which you demand that [I/my company] cease and desist from [briefly describe the activity mentioned in the demand, e.g., using a specific trademark/copyrighted material/particular conduct].

Please be advised that [I am/we are] currently reviewing the assertions made in your letter and investigating the facts surrounding this matter. [I/We] take such allegations seriously and require a reasonable amount of time to conduct a thorough internal review and consult with legal counsel.

[I/We] anticipate providing a formal substantive response to your demands by [Date], which allows for a reasonable period to evaluate the merits of your claims.

This letter is sent without prejudice to [my/our] rights or defenses, all of which are hereby expressly reserved. Nothing contained in this correspondence shall be construed as an admission of any liability or a waiver of any rights available under applicable law.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, if applicable]