

[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 Letter - [Reference Number/Subject Matter]**

Dear [Recipient Name],

This letter serves as formal acknowledgment that we have received your Cease and Desist letter dated [Date of original letter].

We are currently reviewing the allegations and demands outlined in your correspondence. Please be advised that [Your Company Name/I] take(s) such matters seriously. We are in the process of conducting an internal investigation and consulting with legal counsel to determine the appropriate course of action.

Furthermore, please take notice that we are aware of the threat of potential litigation. In accordance with legal requirements, we have issued a formal litigation hold to all relevant parties within our organization. We are taking the necessary steps to preserve all documents, communications, and electronic data that may be relevant to the subject matter of your claims.

We anticipate providing a substantive response to your letter by [Date]. We request that you refrain from initiating further legal action until we have had the opportunity to complete our review and respond formally.

This letter is sent without prejudice to our rights, claims, and defenses, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Position]