

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Street Address]

City, State, Zip: [Recipient City, State, Zip]

**RE: FORMAL NOTICE OF CEASE AND DESIST COMPLIANCE AND PENDING
LEGAL REMEDY**

Dear [Recipient Name],

This letter serves as a formal demand for you to immediately cease and desist from the following unlawful activities: [Detailed description of infringing or illegal behavior, e.g., copyright infringement, harassment, defamation, or breach of contract].

Your current actions have caused, and continue to cause, irreparable harm to [Your Name/Company Name]. Specifically, your conduct violates [Insert specific law, statute, or contract provision if known].

DEMAND FOR COMPLIANCE:

To avoid immediate legal action, you must provide written assurance to this office no later than [Insert Deadline Date, e.g., 5 business days from receipt] that you have:

- Permanently ceased the activities described above;
- Removed or destroyed all materials related to the unauthorized activity;
- Complied with all terms outlined in this notice.

NOTICE OF PENDING LEGAL REMEDY:

Failure to comply with this demand by the aforementioned deadline will leave [Your Name/Company Name] with no choice but to pursue all available legal remedies against you. This may include, but is not limited to, filing a formal lawsuit to seek:

- Preliminary and permanent injunctive relief;
- Monetary damages (actual and/or statutory);
- Recovery of attorney's fees and legal costs.

This letter is sent without prejudice to [Your Name/Company Name]'s rights and claims, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]