

DATE: [Current Date]

VIA: [Certified Mail / Process Server / Email]

TO:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

FROM:

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

NOTICE OF INTENT TO SUE AND CEASE AND DESIST

Dear [Recipient Name],

This letter serves as formal notice that you are to immediately **CEASE AND DESIST** all of the following activities: [Description of unlawful activity, e.g., harassment, copyright infringement, defamation, or breach of contract].

Specifically, your actions involving [Details of the specific incident or behavior] have caused [Your Name/Company Name] significant harm. Your conduct is in direct violation of [Specific Law or Contract].

DEMAND FOR RELIEF:

To avoid legal action, you must comply with the following demands by [Deadline Date/Time]:

- Immediately stop the aforementioned activities.
- Provide written assurance that these actions will not resume.
- [Optional: Payment of damages in the amount of \$Amount].

NOTICE OF INTENT TO SUE:

Failure to comply with this demand by the date specified above will result in the immediate filing of a lawsuit against you in [Name of Court/Jurisdiction]. We will seek all available legal remedies, including but not limited to, injunctive relief, monetary damages, court costs, and attorney fees.

LITIGATION HOLD:

You are hereby directed to preserve all documents, communications, and electronic data related to this matter. Destruction of evidence may lead to additional legal sanctions.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

ACKNOWLEDGMENT OF RECEIPT

I, [Recipient Name], hereby acknowledge receipt of this Notice of Intent to Sue and Cease and Desist on this [Day] day of [Month], [Year].

Recipient Signature