

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name/Attorney Name]

[Recipient Company/Law Firm]

[Recipient Address]

[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Notice regarding [Reference Matter/Case Number]

Dear [Recipient Name],

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

Please be advised that I have reviewed the claims asserted in your notice. I have decided to formally contest these allegations as I believe them to be [legally unfounded / factually incorrect].

I am writing to notify you that I am currently preparing to initiate formal court action to resolve this dispute. My legal counsel will be filing a [Complaint / Petition for Declaratory Judgment] with the [Name of Court] on or before [Date] to seek a definitive ruling on this matter.

Consequently, I demand that you and your client preserve all evidence, documents, and electronic communications related to this dispute. Any further communication regarding this matter should be directed to my legal representative, [Attorney Name], at [Attorney Phone/Email].

Be governed accordingly.

Sincerely,

[Signature]

[Your Printed Name]