

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

Date: [Insert Date]

[Recipient Name / Legal Counsel Name]

[Company Name, if applicable]

[Address Line 1]

[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Notice and Pre-Litigation Formal Notice

Dear [Recipient Name],

This letter serves as formal acknowledgment that I/we have received your communication dated [Date of Letter Received] regarding [Brief Description of Dispute, e.g., Alleged Trademark Infringement / Breach of Contract].

Please be advised that we are currently reviewing the allegations set forth in your letter. We take these matters seriously and have initiated an internal investigation to evaluate the merits of your claims. While this review is ongoing, our receipt of your letter does not constitute an admission of any wrongdoing, liability, or waiver of any legal rights or defenses available to us under the law.

Cease and Desist Compliance:

In the interest of resolving this matter amicably and without the need for formal litigation, we have [Insert Action: e.g., temporarily suspended the activity in question / removed the disputed content] while we complete our legal assessment. This action is taken without prejudice and is not to be construed as an admission of liability.

Preservation of Evidence:

In anticipation of potential litigation, we confirm that we have taken necessary steps to preserve all relevant documents, electronic records, and evidence pertaining to this matter. We expect your client to adhere to the same preservation obligations.

Next Steps:

We anticipate providing a formal substantive response to your demands by [Insert Date]. We request that you refrain from initiating any legal proceedings until we have had a reasonable opportunity to respond and discuss a potential resolution.

Please direct all future correspondence regarding this matter to [Name of Contact Person or Legal Counsel] at [Email Address/Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company]