

[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 dated [Date of original letter]

Dear [Name of Contact Person],

This letter is to formally acknowledge receipt of your Cease and Desist letter dated [Date], regarding [briefly state the matter, e.g., alleged trademark infringement / copyright use / specific conduct].

We take these matters seriously and have initiated an internal review of the claims presented in your correspondence. Please be advised that we are currently investigating the facts surrounding this situation to determine the appropriate next steps.

We anticipate providing a more substantive response to your demands by [Date]. In the meantime, this acknowledgment should not be construed as an admission of any wrongdoing or a waiver of any rights, claims, or defenses, all of which are expressly reserved.

Thank you for your patience while we evaluate this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]