

Subject: Formal Acknowledgment of Cease and Desist Letter

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Sender Name/Attorney Name]

[Law Firm, if applicable]

[Sender Address]

[City, State, Zip Code]

Dear [Sender Name],

This letter serves as formal acknowledgment that I have received your correspondence dated [Date of Letter], regarding [Brief description of the matter, e.g., alleged trademark infringement/copyright/contractual dispute].

Please be advised that I am currently reviewing the claims and allegations set forth in your letter. I intend to provide a comprehensive response once I have completed a full internal assessment of the situation [optional: and consulted with legal counsel].

I anticipate providing a formal response by [Date]. In the meantime, this acknowledgment does not constitute an admission of any wrongdoing or a waiver of any rights, claims, or defenses, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]