

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name/Law Firm Name]
[Recipient Address]
[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Letter dated [Date of their letter]

Dear [Recipient Name or Counsel],

This letter is to formally acknowledge receipt of your Cease and Desist correspondence dated [Date], regarding [briefly state the subject, e.g., alleged trademark infringement / use of copyrighted material].

We take these matters seriously and are currently reviewing your claims and the supporting information provided. We have initiated an internal investigation into this matter to ensure a thorough understanding of the situation.

While we conduct this review, we request a period of [Number, e.g., 10] business days to provide a formal and comprehensive response to your demands. During this time, we reserve all rights, claims, and defenses available to us under applicable law.

We will contact you no later than [Date] with our findings and proposed next steps.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]