

[Your Name/Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Legal Counsel Name]
[Recipient Address]
[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Notice and Intent to Comply Prior to Judgment

Dear [Recipient Name],

This letter serves as formal acknowledgment of your Cease and Desist Notice dated [Date of Notice], regarding [briefly state the matter, e.g., alleged trademark infringement, breach of contract, or unauthorized activity].

Please be advised that [Your Name/Company Name] has received the notice and is currently reviewing the claims asserted. While we evaluate the legal merits of your demands, we wish to demonstrate our good faith and intent to resolve this matter without the need for further litigation or the execution of a formal legal judgment.

Effective immediately, we have taken the following steps to comply with your request:

- [Step 1: e.g., Suspension of the use of the disputed material]
- [Step 2: e.g., Removal of the contested content from our website]
- [Step 3: e.g., Internal investigation into the matter]

By taking these actions, we do not admit to any liability or wrongdoing. Rather, we are doing so to mitigate any potential damages and to facilitate an amicable resolution. We request that you provide a reasonable period for our legal counsel to complete their review before any further legal action or judgment execution is pursued.

We look forward to confirming that these actions satisfy your requirements. Please direct all future correspondence regarding this matter to [Your Contact Info or Attorney Name].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]