

[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 original letter]

Dear [Recipient Name/Counsel],

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

We take these matters seriously and are currently reviewing your claims and the demands outlined in your correspondence. We have initiated an internal investigation to gather all relevant facts and determine the appropriate course of action.

Please be advised that we require a reasonable amount of time to complete our review and consult with legal counsel. We anticipate providing a formal substantive response to your allegations by [Date].

In the meantime, our receipt of your letter is not an admission of any wrongdoing, and we reserve all rights, claims, and defenses available to us under the law.

Thank you for your patience while we address this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]