

Date: [Insert Date]

To:

[Owner Name/Business Name]

[Address Line 1]

[City, State, Zip Code]

RE: NOTICE OF UNAUTHORIZED BUSINESS OPERATION

Dear [Recipient Name],

It has come to our attention that you are currently conducting business operations at [Address/Location] under the name [Business Name] without the necessary [permits/licenses/authorization] required by [Local Authority/Organization Name].

Upon reviewing our records, we have determined that you are in violation of [Specific Law, Regulation, or Agreement Clause]. Specifically, the following unauthorized activities have been identified:

- [List specific unauthorized activity 1]
- [List specific unauthorized activity 2]

Formal Demand:

You are hereby instructed to cease and desist all unauthorized business operations immediately. To bring your business into compliance, you must complete the following actions by [Deadline Date]:

1. Apply for and obtain a valid [License/Permit Name].
2. Submit proof of [Insurance/Registration] to our office.
3. Pay any outstanding administrative fees or fines totaling \$[Amount].

Failure to comply with this warning by the date specified above will result in further legal action, which may include the imposition of daily fines, permanent closure of the premises, or legal proceedings.

Please contact [Contact Person Name] at [Phone Number] or [Email Address] to confirm your receipt of this letter and to provide documentation of your compliance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization/Department Name]