

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

*Via:* \_\_\_\_\_

Re: CEASE AND DESIST: \_\_\_\_\_

Dear Sir or Madam:

have noticed that you have been doing the following: \_\_\_\_\_

This conduct has caused damages and harm for which the law allows remedies. Therefore, demand that you cease and desist this conduct.

Reserving all applicable claims, may be forced to seek injunctive relief and recovery of any damages if the conduct continues where all available remedies will be pursued including damages and attorneys' fees.

Any delay or postponement in taking any action against you should not be construed as a waiver of any of the rights or remedies. This letter should not be interpreted as an election of remedies. All available rights and remedies are reserved. Additionally, this letter should not be construed as a waiver of any other right, which is not specifically mentioned herein. You are also put on notice to preserve any evidence related to the conduct described herein.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Phone: \_\_\_\_\_

## Cease and Desist Letter

### Instruction Sheet

#### What is it?

The cease and desist letter is a warning informing a party that legal action will be pursued against them if they don't cease and desist specific behavior.

#### Why would I need it?

If you believe a party is violating your legal rights, but you think there is a chance they may stop violating those rights under threat of legal proceedings, then you may consider using a cease and desist letter. Examples of situations where a cease and desist letter may be beneficial include, but are not limited to, intellectual property infringement, harassment, harassment by debt collectors, breach of contract, libel, slander, and property encroachment.

#### What do I do with this Letter?\*

##### 1) Review

- Review the letter to make sure all of the information contained within is correct.

##### 2) Execute

- Sign the letter and send it via the method you specified.

##### 3) Wait

- Wait until you receive a response from the other party or the deadline that you specified expires. If the other party refuses to comply or they ignore the letter completely, you may consider contacting a lawyer to pursue legal action.

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