

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST - BREACH OF CONTRACT

Dear [Recipient Name],

This letter serves as formal notice regarding your breach of the contract titled "[Name of Contract]," executed on [Date Contract was Signed] (the "Agreement").

It has come to our attention that you have failed to comply with the terms of the Agreement as follows:

[Describe the specific breach here, e.g., failure to pay, unauthorized use of materials, or failure to perform services].

This conduct constitutes a material breach of your contractual obligations under Section(s) [Section Numbers] of the Agreement.

DEMAND IS HEREBY MADE that you immediately cease and desist from the aforementioned activities and cure said breach by [Deadline Date, e.g., 5:00 PM on Friday, October 27th] by taking the following actions:

1. [Action Item 1]
2. [Action Item 2]

If you fail to confirm in writing by [Deadline Date] that you have ceased these activities and remedied the breach, we will be forced to pursue all available legal remedies. This may include, but is not limited to, filing a lawsuit to seek injunctive relief, monetary damages, and the recovery of legal fees.

This letter is sent without prejudice to our rights and remedies, all of which are expressly reserved.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]