

## VIA CERTIFIED MAIL / EMAIL

Date: [Date]

**To:**

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[Recipient Email]

**RE: CEASE AND DESIST - Intellectual Property Infringement and Breach of Non-Disclosure Agreement**

Dear [Recipient Name],

This letter is formal notice that you are in material breach of the Non-Disclosure Agreement (NDA) signed on [Date of NDA] and are currently infringing upon the intellectual property rights of [Your Name/Company Name].

**1. Description of Breach**

Under the terms of the NDA, you agreed to maintain the confidentiality of [Description of Proprietary Information]. It has come to our attention that you have disclosed or utilized the following information without authorization: [List specific details of the breach].

**2. Intellectual Property Infringement**

Furthermore, you are currently using [Describe IP: e.g., Copyrighted Material, Trademarks, Patents, or Trade Secrets] which is the exclusive property of [Your Name/Company Name]. Your unauthorized use of this property constitutes a violation of [mention applicable law, e.g., US Copyright Act or Trademark Act].

**3. Required Actions**

To avoid immediate legal action, we demand that you perform the following by [Deadline Date]:

- Immediately cease and desist from all further use, disclosure, or distribution of the Confidential Information and Intellectual Property.
- Remove all infringing materials from any websites, social media, or marketing platforms under your control.
- Return or certify the destruction of all copies of the Confidential Information in your possession.
- Provide written assurance that you will comply with these demands.

**4. Reservation of Rights**

This letter is not an exhaustive statement of our position. [Your Name/Company Name] reserves all rights to seek damages, including but not limited to lost profits, statutory damages, and legal fees, should you fail to comply with this demand.

Failure to respond by the deadline stated above will result in the commencement of formal legal proceedings against you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Contact Information]