

VIA CERTIFIED MAIL / ELECTRONIC MAIL

Date: [Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: CEASE AND DESIST - MISAPPROPRIATION OF PROPRIETARY CLIENT LIST

Dear [Recipient Name],

It has come to our attention that you are currently in possession of and are actively using confidential client lists belonging to [Your Company Name]. This information was acquired during your [employment/contract] with us and is protected as a trade secret and proprietary business information.

Your unauthorized use, retention, and solicitation of our clients constitutes a direct violation of:

- The [Non-Disclosure Agreement / Employment Agreement] signed on [Date];
- State and Federal Trade Secret laws;
- Common law obligations regarding fiduciary duty and unfair competition.

DEMAND IS HEREBY MADE THAT YOU IMMEDIATELY:

1. Cease and desist from all further contact with any clients found on [Your Company Name]'s proprietary lists.
2. Return all physical and digital copies of client lists, contact logs, and related data.
3. Provide written certification by [Deadline Date] that all such information has been deleted from your personal devices, cloud storage, and email accounts.
4. Identify any third parties to whom you have disclosed this proprietary information.

Failure to comply with these demands by [Time] on [Deadline Date] will leave [Your Company Name] with no choice but to pursue formal legal action. This may include seeking injunctive relief, monetary damages, and recovery of legal fees.

This letter is sent without prejudice to [Your Company Name]'s rights and remedies, all of which are expressly reserved.

Governed by your prompt attention to this matter,

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]