

[Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

VIA CERTIFIED MAIL

[Recipient Name]
[Recipient Title]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST - MISAPPROPRIATION OF PROPRIETARY BILLING STRATEGIES

Dear [Recipient Name],

It has come to our attention that [Company Name] is currently utilizing proprietary billing strategies, fee structures, and specialized financial models developed exclusively by [Law Firm Name].

These strategies constitute protected trade secrets and confidential business information. Our records indicate that this information was obtained via [describe method, e.g., a former employee / unauthorized access / breach of non-disclosure agreement] dated [Date].

Your unauthorized use of this intellectual property provides an unfair competitive advantage and causes direct financial harm to our firm. We hereby demand that you:

- Immediately cease all use of the misappropriated billing strategies;
- Provide written confirmation that all digital and physical copies of these proprietary materials have been destroyed or returned;
- Account for all revenue generated through the implementation of these strategies to date.

Please provide a formal response to this letter by [Deadline Date]. Failure to comply will leave us no choice but to pursue all available legal remedies, including injunctive relief and damages for misappropriation of trade secrets and breach of contract.

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

Sincerely,

[Your Signature]

[Your Name]
[Your Title/Partner]
[Law Firm Name]