

Date: [Insert Date]

VIA [Insert Method of Delivery, e.g., Certified Mail/Email]

TO:

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: CEASE AND DESIST - Unlawful Use of Proprietary Client Intake Process

Dear [Recipient Name],

It has come to our attention that your organization is currently utilizing a client intake process, including specific forms, workflows, and methodologies, that are the exclusive proprietary property of [Your Company Name].

Our proprietary client intake process-which includes but is not limited to [List specific elements, e.g., unique screening questions, automated workflow logic, and custom data collection structures]-constitutes protected intellectual property and trade secrets. This process was developed through significant investment of time and resources and is not public domain.

Your unauthorized use, reproduction, or adaptation of this process constitutes [List violations, e.g., trade secret misappropriation, breach of contract, or unfair competition].

Accordingly, we hereby demand that you:

- Immediately cease and desist from using any portion of the proprietary intake process;
- Remove and delete all physical and digital copies of the intake materials from your systems;
- Provide written confirmation by [Insert Deadline Date] that these actions have been completed.

Failure to comply with this demand may result in further legal action to protect our intellectual property, including seeking injunctive relief and monetary damages.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]