

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

DATE: [Insert Date]

TO:

[Recipient Name]

[Recipient Address]

[Recipient Email Address]

RE: NOTICE TO CEASE AND DESIST - MISAPPROPRIATION OF TRADE SECRETS

Dear [Recipient Name],

This law firm, [Name of Law Firm], has become aware that you are in possession of, and may be using or disclosing, proprietary trade secrets and confidential information belonging to the Firm. This information includes, but is not limited to: [List specific categories, e.g., client lists, fee structures, litigation strategies, internal templates, or proprietary software].

This information constitutes protected trade secrets under both state and federal law. Your unauthorized possession and use of these materials violate your [Non-Disclosure Agreement / Employment Agreement / Fiduciary Duty] and constitute a violation of the Defend Trade Secrets Act (DTSA).

LEGAL NOTICE IS HEREBY GIVEN THAT YOU MUST IMMEDIATELY:

- Cease and desist from any further use, dissemination, or disclosure of the Firm's trade secrets and confidential information.
- Return all originals and copies of any documents, files, or data containing such information to the Firm by [Insert Date].
- Identify any third parties to whom you have disclosed this information.
- Provide written certification that you have deleted all electronic copies of said information from your personal devices and cloud storage accounts.

Failure to comply with this demand by [Insert Deadline Time/Date] will force the Firm to pursue all available legal remedies. This may include seeking injunctive relief, monetary damages, attorney's fees, and exemplary damages for willful and malicious misappropriation.

Furthermore, you are hereby formally notified to preserve all evidence related to this matter, including but not limited to emails, text messages, external storage devices, and cloud logs. Destruction of such evidence may lead to legal sanctions for spoliation.

We expect your immediate cooperation.

Sincerely,

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