

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

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

RE: DEMAND FOR RETURN OF PROPRIETARY PROPERTY AND CEASE AND DESIST

Dear [Recipient Name],

It has come to our attention that you are currently in possession of proprietary and confidential client lists belonging to [Company Name]. These records were acquired during your [employment/contract/relationship] with us and are protected as trade secrets and intellectual property.

DEMAND FOR RETURN

We hereby demand that you immediately return all copies of our client lists, including physical documents, digital files, spreadsheets, and any derivative notes. You are instructed to certify in writing by [Deadline Date] that all such materials have been returned or permanently deleted from your personal devices and cloud storage.

CEASE AND DESIST

Furthermore, you are hereby directed to immediately cease and desist from using, sharing, or exploiting this proprietary information for any purpose, including the solicitation of [Company Name] clients. Your actions may constitute a breach of your [Employment Agreement/Non-Disclosure Agreement] dated [Date], as well as a violation of applicable trade secret laws.

LEGAL ACTION

Failure to comply with these demands by the date specified above will leave [Company Name] with no choice but to pursue all available legal remedies. This may include seeking injunctive relief, monetary damages, and recovery of legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]