

SENT VIA CERTIFIED MAIL AND EMAIL

Date: [Insert Date]

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

RE: CEASE AND DESIST AND DEMAND FOR RETURN OF FIRM ASSETS

Dear [Recipient Name],

This letter serves as a formal demand that you immediately cease and desist from the unauthorized use, possession, or distribution of assets belonging to [Name of Firm] (the "Firm").

It has come to our attention that you are currently in possession of the following misappropriated assets:

- [Item 1: e.g., Proprietary client lists/database]
- [Item 2: e.g., Intellectual property/trade secrets]
- [Item 3: e.g., Physical hardware/laptop/storage devices]
- [Item 4: e.g., Confidential financial records]

Your unauthorized retention and/or use of these assets constitutes a breach of your [Employment Agreement/Non-Disclosure Agreement/Fiduciary Duty] and may subject you to civil and criminal liability under applicable laws.

WE HEREBY DEMAND THAT YOU:

1. Immediately cease all use of the Firm's assets and confidential information.
2. Return all physical and digital property belonging to the Firm by [Insert Date/Time].
3. Provide written certification that you have deleted all electronic copies of Firm data in your possession.
4. Identify any third parties to whom you have disclosed or transferred these assets.

Failure to comply with these demands by [Insert Deadline Date] will leave the Firm with no choice but to pursue all available legal remedies, including seeking injunctive relief, monetary damages, and recovery of legal fees.

This letter is sent without prejudice to the Firm's rights and remedies, all of which are expressly reserved.

Governed by your prompt cooperation,

[Your Name/Signature]

[Title]

[Firm Name]

[Phone Number]