

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Attorney or Law Firm]
[Law Firm Address]
[City, State, Zip Code]

RE: CEASE AND DESIST ALL UNSOLICITED ADVERTISING AND CONTACT

To [Name of Attorney or Law Firm Management],

I am writing to formally demand that [Law Firm Name] and all of its employees, agents, and representatives immediately cease and desist from any further unsolicited contact or solicitation regarding legal services.

I have received multiple unsolicited communications from your firm via [mention method: mail/email/telephone/text] dated [Date of contact]. I have not requested information from your firm, nor have I established an attorney-client relationship with you.

Please be advised that your persistent contact is unwelcome. Under the American Bar Association (ABA) Model Rules of Professional Conduct and [State Name] State Bar rules regarding lawyer solicitation, attorneys are prohibited from soliciting professional employment when the target of the solicitation has made known to the lawyer a desire not to be solicited.

Take notice of the following:

- Immediately remove my name, address, phone number, and email address from your marketing databases and mailing lists.
- Cease all direct mail, telemarketing calls, and electronic communications to me.
- Confirm in writing within [Number] days that you have complied with this request and have purged my information from your solicitation lists.

Failure to comply with this request will leave me no choice but to file a formal grievance with the [State Name] State Bar Association and the Office of Disciplinary Counsel for violations of attorney advertising and solicitation regulations. I also reserve the right to report telemarketing violations to the Federal Trade Commission (FTC) if applicable.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]