

## **URGENT LEGAL MATTER**

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

### **RE: CEASE AND DESIST TORTIOUS INTERFERENCE WITH CONTRACTUAL RELATIONS**

Dear [Recipient Name],

This law firm serves as Corporate Counsel for [Your Company Name] ("the Company"). We have recently become aware of actions taken by [Recipient Company Name] that constitute unlawful interference with a valid and enforceable contract between the Company and [Name of Third Party].

Specifically, the Company has evidence that [Recipient Company Name] has [Describe specific interfering actions, e.g., solicited a party under an exclusive agreement / induced a breach of non-compete / offered terms to break an existing vendor contract].

Please be advised that under applicable law, a party may be held liable for tortious interference when they intentionally and improperly interfere with the performance of a contract between another party and a third person. Your actions have caused, or threaten to cause, significant economic damage to the Company.

**DEMAND IS HEREBY MADE** that you immediately:

- Cease and desist from any further contact with [Name of Third Party] regarding matters governed by their contract with the Company;
- Refrain from any future actions that would induce a breach or termination of said contract;
- Provide written assurance to this office by [Date] that you have terminated these interfering activities.

The Company reserves all rights to seek legal and equitable relief, including but not limited to, seeking an injunction to prevent further interference and pursuing a claim for compensatory and punitive damages.

This letter is formal notice of a potential legal claim. You are further instructed to preserve all documents, emails, and electronic records related to your communications with [Name of Third Party].

Govern yourself accordingly.

Sincerely,

[Your Name/Signature]

Corporate Counsel

[Your Company Name/Law Firm]

[Phone Number]

[Email Address]