

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

VIA [CERTIFIED MAIL / EMAIL]

[Recipient Name]
[Recipient Company Name, if applicable]
[Address]
[City, State, Zip Code]

Re: NOTICE OF REPRESENTATION AND CEASE AND DESIST

Dear [Recipient Name],

Please be advised that this law firm has been retained by [Client Name] (the "Client") regarding [briefly state the matter, e.g., your unauthorized use of intellectual property / your defamatory statements / your ongoing harassment].

We have been instructed to direct you to immediately **CEASE AND DESIST** all further [describe prohibited activity, e.g., contact with my client / use of my client's copyrighted material]. Your current actions constitute a violation of [state applicable law or contract], specifically regarding [briefly describe the specific violation].

My client demands that you:

- Immediately stop [specific action];
- [Additional demand, e.g., Remove all infringing material from your website];
- Provide written confirmation that you have complied with these demands by [Date/Time].

Furthermore, you are hereby instructed to direct all future communications regarding this matter solely to this office. You are not to contact [Client Name] directly via telephone, email, mail, or social media. Any direct contact will be viewed as further harassment and will be documented for legal proceedings.

While my client prefers to resolve this matter amicably, please be advised that if you fail to comply with these demands by the deadline stated above, we are prepared to take all necessary legal actions to protect our client's rights, including seeking injunctive relief and monetary damages.

Govern yourself accordingly.

Sincerely,

[Signature]

[Attorney Name]

[Law Firm Name]