

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

[Date]

[Recipient Name]

[Recipient 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] regarding [describe matter, e.g., your ongoing harassment / unauthorized use of intellectual property / breach of contract].

NOTICE OF REPRESENTATION

Effective immediately, you are directed to direct all future communications regarding this matter to my office. You are not to contact [Client Name] directly by telephone, email, mail, social media, or through third parties. Any further direct contact will be documented and viewed as intentional harassment.

CEASE AND DESIST

My client demands that you immediately cease and desist from the following actions:
[List specific actions to stop, e.g., sending defamatory emails / contacting client's employer / using trademarked material].

LEGAL NOTICE

If you fail to comply with this demand by [Date/Time], we have been authorized by our client to pursue all available legal remedies against you, which may include filing a formal lawsuit for damages and seeking injunctive relief. This letter is sent without prejudice to my client's rights and remedies, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

[Phone Number]

[Email Address]