

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

**Date:** [Insert Date Here]

**VIA [Insert Delivery Method, e.g., Certified Mail]**

**[Recipient Name]**  
[Recipient Address]  
[City, State, Zip Code]

**RE: CEASE AND DESIST ORDER REGARDING [Insert Subject, e.g., Harassment/Trademark Infringement]**

Dear [Recipient Name],

This letter is served as a formal notice to demand that you immediately cease and desist from [describe the illegal or unwanted activity in detail].

Your actions involving [specific details of the conduct] are considered [illegal/harmful/unauthorized] and are causing [mention damages or distress]. This conduct is a violation of [mention specific law or rights, if known].

You are hereby instructed to stop all such activities immediately. If you fail to comply with this demand by [Insert Deadline Date], I will be forced to take further legal action against you, which may include filing a lawsuit to seek damages and injunctive relief.

Please confirm in writing no later than [Insert Deadline Date] that you have ceased the aforementioned activities and will refrain from them in the future.

Sincerely,

[Your Signature]

[Your Printed Name]