

**VIA CERTIFIED MAIL**

**Date:** [Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: FORMAL CEASE AND DESIST DEMAND**

Dear [Recipient Name],

This letter serves as a formal demand that you immediately cease and desist from the following unlawful activities: [Detailed description of the behavior/infringement/harassment].

Your actions are in direct violation of [mention specific law, contract, or right, e.g., my intellectual property rights / our non-disclosure agreement / state harassment laws]. Specifically, you have [describe specific instances or dates of the conduct].

I demand that you:

- Immediately stop all [activity mentioned above].
- Provide written assurance by [Date] that you have ceased these activities and will not resume them in the future.
- [Optional: Additional requirement, e.g., Return all confidential materials / Remove infringing content from the internet].

This is my final warning. Failure to comply with this demand by the deadline stated above will leave me no choice but to pursue all available legal remedies against you, which may include filing a lawsuit to seek injunctive relief, monetary damages, and recovery of legal fees.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]