

URGENT: CEASE AND DESIST LEGAL NOTICE

Date: [Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Unauthorized Misappropriation of Law Firm Assets

Dear [Recipient Name],

This letter is formal notice that [Law Firm Name] has become aware of your unauthorized use, removal, or diversion of firm assets. These assets include, but are not limited to: [List assets, e.g., client files, digital data, physical equipment, proprietary software, or firm funds].

Your actions constitute a serious breach of your legal and ethical obligations to the firm. Specifically, you are in violation of [List specific employment agreement, partnership agreement, or local bar association ethical rules].

DEMAND IS HEREBY MADE THAT YOU IMMEDIATELY:

- Cease and desist from all further use or distribution of any firm assets or proprietary information;
- Return all physical and digital assets belonging to the firm no later than [Deadline Date/Time];
- Provide a written accounting of all assets currently in your possession or that have been transferred to third parties;
- Preserve all electronic data, communications, and documents related to these assets.

Failure to comply with these demands by [Deadline Date] will result in [Law Firm Name] pursuing all available legal remedies. This may include filing a civil lawsuit for conversion, breach of fiduciary duty, and injunctive relief, as well as reporting this matter to the relevant law enforcement agencies and the State Bar disciplinary authorities.

This letter is sent without prejudice to any other rights or remedies available to the firm under law or equity.

Governed by your immediate compliance,

[Your Signature]
[Your Printed Name]
[Title/Position]
[Law Firm Name]