

URGENT: CEASE AND DESIST NOTICE

Date: [Insert Date]

To: [Recipient Name/Entity]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

RE: UNAUTHORIZED USE AND FORGERY OF [Insert Law Firm Name] LETTERHEAD

Dear [Recipient Name],

It has come to our attention that you are in possession of, and have been distributing, documents that falsely purport to be official correspondence from **[Insert Law Firm Name]**. Specifically, these documents utilize our firm's registered name, logo, and letterhead without our authorization.

Be advised that the document dated [Insert Date of Forged Document] regarding [Insert Subject of Forged Document] is a **forgery**. No attorney or authorized representative of this firm authored, signed, or approved the dispatch of said document.

Your actions constitute serious legal violations, including but not limited to: identity theft, forgery, fraud, and trademark infringement. Such actions are subject to both civil litigation and criminal prosecution.

DEMAND IS HEREBY MADE THAT YOU IMMEDIATELY:

- Cease and desist from any further use of [Insert Law Firm Name]'s name, logo, or letterhead.
- Cease making any representations, written or oral, that you are affiliated with or represented by this firm.
- Provide a written list of all parties to whom the forged documents were sent.
- Destroy all digital and physical templates in your possession containing our firm's intellectual property.

You are hereby notified to provide written confirmation that you have complied with these demands by no later than [Insert Deadline Date/Time].

Failure to comply will leave us with no choice but to pursue all available legal remedies, including seeking injunctive relief, monetary damages, and reporting this matter to the relevant law enforcement agencies and state bar associations.

This letter is formal notice and is sent without prejudice to our rights and remedies, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Your Name/Senior Partner Name]

[Title]

[Law Firm Name]