

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

[Date]

[Recipient Name / Legal Counsel Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Notice regarding [Case Reference/Subject]

To [Recipient Name],

I am writing to formally acknowledge receipt of your Cease and Desist letter dated [Date of Letter received], regarding [briefly state the activity, e.g., use of trademark, alleged copyright infringement, or specific behavior].

Please be advised that I have taken immediate steps to comply with your demands. Specifically, I have performed the following actions:

- [Action 1: e.g., Removed the disputed content from my website]
- [Action 2: e.g., Ceased use of the specified logo/name]
- [Action 3: e.g., Deleted the social media posts in question]

As of [Date], I have completely ceased and desisted from the activities mentioned in your notice. It is my intention to remain in full compliance with your request moving forward to resolve this matter amicably and without the need for further legal intervention.

Please confirm in writing that these actions satisfy your requirements and that this matter is now considered closed.

Sincerely,

[Signature]

[Your Printed Name]