

[Your Name]
[Your Title/Position]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Law Firm/Consultancy]
[Address]
[City, State, Zip Code]

RE: Referral for Legal Defense Strategy - Cease and Desist Received from [Opposing Party Name]

Dear [Recipient Name],

I am writing to formally refer [Client Name/Company Name] to your firm for the development of a formal response strategy regarding a Cease and Desist letter received on [Date].

The allegation involves [briefly state issue, e.g., trademark infringement, copyright violation, or breach of contract] concerning [specific product, service, or activity].

Enclosed/Attached are the following documents for your review:

- The original Cease and Desist letter and all exhibits.
- Relevant internal documentation regarding the disputed matter.
- A preliminary timeline of events.

We are seeking your expertise to:

1. Evaluate the merits of the claims asserted by the opposing party.
2. Draft a formal rebuttal or response before the deadline of [Deadline Date].
3. Advise on a strategy to mitigate risk or negotiate a settlement if necessary.

Please confirm your availability to handle this matter and advise on the next steps for onboarding this file. I have instructed [Client Name] to await your contact before proceeding with further communication with the opposing counsel.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]