

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: INSTRUCTION REGARDING MISAPPROPRIATION OF INTELLECTUAL PROPERTY

Dear [Recipient Name],

It has come to our attention that [Company Name/Individual Name] is currently in possession of, or is utilizing, certain intellectual property belonging to [Your Name/Company Name] without authorization. Specifically, this concerns: [Description of IP, e.g., proprietary software code, trade secrets, copyrighted designs, or client lists].

This letter serves as a formal instruction regarding the handling of this proprietary information. You are hereby directed to take the following actions immediately:

- **Cease and Desist:** Immediately stop all use, reproduction, distribution, or display of the aforementioned intellectual property.
- **Secure and Preserve:** Take all necessary steps to prevent further dissemination of the material to any third parties.
- **Return or Destruction:** [Choose one: Return all physical and digital copies to our office / Securely delete and destroy all copies in your possession].
- **Accounting of Use:** Provide a written summary of how this information was used and identify any third parties to whom this information was disclosed.

Please provide written confirmation that you have complied with these instructions by [Date]. Failure to comply may result in further legal action to protect our interests, including seeking injunctive relief and monetary damages.

This letter is sent without prejudice to any other rights or remedies available to [Your Name/Company Name] under applicable law.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]