

SENT VIA EMAIL AND CERTIFIED MAIL

Date: [Insert Date]

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

RE: CEASE AND DESIST AND PROPOSAL FOR AMICABLE RESOLUTION

Dear [Recipient Name],

It has come to our attention that you are currently in possession of and/or using confidential trade secrets belonging to [Your Company Name], specifically regarding [Description of Trade Secret, e.g., proprietary software code, client lists, manufacturing processes].

The information in question is protected under trade secret laws and, if applicable, the [Non-Disclosure Agreement/Employment Contract] signed by you on [Date]. Your current actions constitute a direct violation of these protections and are causing irreparable harm to our business operations.

Formal Demand:

We hereby demand that you immediately:

- Cease and desist from any further use, disclosure, or distribution of [Your Company Name]'s trade secrets;
- Return or destroy all physical and digital copies of said proprietary information in your possession;
- Provide written certification by [Deadline Date] that you have complied with these demands.

Amicable Resolution Proposal:

While we are prepared to pursue formal legal action to protect our intellectual property, [Your Company Name] prefers to resolve this matter amicably. We are open to discussing a settlement that includes a formal release of claims, provided that you immediately halt all unauthorized activity and provide proof of compliance with the terms stated above.

Failure to respond or comply by [Deadline Date] will leave us with no choice but to initiate legal proceedings to seek injunctive relief, monetary damages, and recovery of legal fees.

We look forward to your prompt response and a swift resolution to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]