

SENT VIA REGISTERED MAIL / EMAIL

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Re: NOTICE TO CEASE AND DESIST - Intellectual Property Infringement

Dear [Recipient Name],

This law firm represents [Client Name] ("Our Client") in matters relating to their intellectual property rights. We are writing to you in good faith to resolve a matter concerning the unauthorized use of Our Client's intellectual property.

Our Client is the exclusive owner of the following intellectual property: [Description of IP, e.g., Trademark Registration No., Copyright Title, or Patent Number]. These rights are legally protected under [State/Federal/International] law.

It has come to our attention that your organization is currently [Describe infringing activity, e.g., using a confusingly similar logo, distributing copyrighted material, or practicing a patented method] at the following location/URL: [Specific Location or Website].

Our Client believes that your use of this material was not authorized and constitutes a violation of their proprietary rights. However, in the interest of a professional and amicable resolution, we request that you take the following actions within [Number] business days of receipt of this letter:

- Immediately cease and desist from all unauthorized use of the aforementioned intellectual property;
- Remove all infringing materials from your websites, social media, and physical marketing collateral;
- Provide written confirmation to this office that you have complied with these requests.

Our Client prefers to resolve this matter without resorting to formal litigation. We hope that this notice allows you to correct this oversight promptly. However, should you fail to comply or respond by [Deadline Date], Our Client reserves the right to take all necessary legal action to protect their interests, including seeking injunctive relief and monetary damages.

Please direct all future correspondence regarding this matter to our office.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]