

CONFIDENTIAL VIA [METHOD OF DELIVERY]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Notice to Cease and Desist - Unauthorized Use of Proprietary Information

Dear [Recipient Name],

This letter is formal notice that it has come to our attention that you are currently in possession of, or are utilizing, certain proprietary and confidential information belonging to [Your Company Name]. This information includes, but is not limited to: [Description of Proprietary Information, e.g., trade secrets, client lists, technical specifications].

This information is the exclusive property of [Your Company Name] and is protected under applicable intellectual property laws and [Reference specific agreement, e.g., the Non-Disclosure Agreement signed on Date]. Your unauthorized use, disclosure, or retention of this information causes irreparable harm to our business operations and competitive standing.

In good faith, we demand that you immediately:

- Cease all use, disclosure, and dissemination of any proprietary information belonging to [Your Company Name];
- Return all physical and electronic copies of said information to our offices;
- Provide written confirmation that all digital copies have been permanently deleted from your systems and devices;
- Identify any third parties to whom you have disclosed this information.

Please provide a written response confirming your compliance with these demands no later than [Date/Time].

We prefer to resolve this matter amicably and without litigation. However, if you fail to comply with this request, [Your Company Name] is prepared to take all necessary legal actions to protect its interests, including seeking injunctive relief and monetary damages.

This letter is sent without prejudice to any other rights or remedies available to us at law or in equity.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]