

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

VIA [METHOD OF DELIVERY: e.g., CERTIFIED MAIL / EMAIL]

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

RE: NOTICE TO CEASE AND DESIST - UNAUTHORIZED USE OF [INTELLECTUAL PROPERTY TYPE]

Dear [Recipient Name],

We represent [Client Name] ("our Client") regarding its intellectual property rights. It has come to our attention that you are currently using [describe the property, e.g., trademarked name, copyrighted image, proprietary software code] without authorization.

Specifically, our Client has identified the following unauthorized use: [Detailed description of the unauthorized use and where it is located, e.g., URL or physical location].

The aforementioned [property type] is the exclusive property of our Client. Your use of this material constitutes [infringement/misappropriation] under applicable laws and has been conducted without our Client's prior written consent or license.

On behalf of our Client, we demand that you immediately:

- Cease and desist all unauthorized use of [Property Description];
- Remove all infringing materials from [Website/Location] no later than [Date];
- Provide written confirmation to this office that you have complied with these demands.

If you fail to confirm compliance by [Deadline Date], we have been instructed to explore all available legal remedies to protect our Client's interests, which may include seeking injunctive relief, monetary damages, and recovery of legal fees.

This letter is sent without prejudice to our Client's rights and remedies, all of which are expressly reserved.

Sincerely,

[Attorney Name]
[Law Firm Name]