

Date: [Insert Date]

To:

[Recipient Name/Business Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST - Intellectual Property Infringement

Dear [Recipient Name],

It has come to our attention that your business is using certain intellectual property that is the exclusive property of [Your Name or Company Name]. Specifically, we have identified the following unauthorized use:

Description of Infringement: [Describe the trademark, copyright, or patent being violated and where it was found, e.g., URL or product name].

Our records show that [Your Name or Company Name] holds the legal rights to this intellectual property under [Registration Number, if applicable]. We have not granted you permission, license, or authorization to use, reproduce, or distribute this property.

Your current actions constitute an infringement of our intellectual property rights. Accordingly, we demand that you immediately:

- Cease all use of the aforementioned intellectual property.
- Remove the infringing material from all websites, social media, and physical marketing materials.
- Confirm in writing by [Insert Date] that you have complied with these demands.

We hope to resolve this matter amicably. However, if you fail to comply with this notice by the date specified above, we will be forced to take further legal action to protect our rights, which may include seeking damages and legal fees.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Contact Information]