VIA CERTIFIED MAIL

Date: [Date]

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

From:
[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST AND NOTICE OF PENDING LITIGATION

Dear [Recipient Name],

This letter serves as a formal demand that you immediately cease and desist from the following unlawful activities: [Detailed description of the activity, e.g., copyright infringement, defamation, harassment, breach of contract].

Your actions have caused, and continue to cause, substantial harm to [Your Name/Company Name]. Specifically, your conduct violates [mention specific laws or contracts if known].

NOTICE OF PENDING LITIGATION:
Please be advised that formal legal proceedings are currently being prepared against you. We are prepared to file a lawsuit in the appropriate court to seek injunctive relief, monetary damages, and legal fees. However, we are willing to withhold the filing of this lawsuit provided that you comply with the following demands within [Number] days of receipt of this letter:

1. Immediately cease all [Description of activity];
2. Provide written assurance that you will refrain from such conduct in the future;
3. [Optional: Specific demand for return of property, deletion of data, or payment].

LEGAL PRESERVATION NOTICE:
You are hereby instructed to preserve all documents, communications, electronic data, and evidence related to the aforementioned matters. Failure to preserve such evidence may result in severe legal sanctions for spoliation of evidence.

This letter is sent without prejudice to [Your Name/Company Name]'s rights and remedies, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Signature]

[Your Printed Name]