

Cease and Desist Letter

A letter asking the recipient to stop an activity by a set date. Template v1.0.

Date: _____

From (the Sender): _____

To (the Recipient): _____

The Sender writes to ask the Recipient to stop the activity described below. This letter is sent in good faith, in the hope of settling the matter without going to court.

1. What the Recipient is doing

The Sender understands that the Recipient is doing the following (the Conduct):

2. Why the Conduct must stop

The Conduct harms the Sender or breaks the Sender's rights because:

3. What the Sender asks

The Sender asks the Recipient to:

No later than: _____

The Sender also asks the Recipient to confirm in writing by the same date that the Conduct has stopped and will not start again.

Send the written confirmation to: _____

4. If the Conduct continues

If the Conduct has not stopped by that date, the Sender may take the further steps the law allows. These may include:

If the Recipient believes this letter is mistaken, the Sender invites the Recipient to explain why in the reply and will consider it carefully.

5. Rights reserved

This letter does not list every fact or right the Sender relies on. Nothing in it, and nothing the Sender does or does not do while waiting for a reply, waives any right or remedy the Sender has.

Sender

Signature

Name

Date