

FORMAL LEGAL NOTICE — CEASE AND DESIST LETTER

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FROM (Sender)

Full Legal Name / Company Name:

Address:

Email:

Phone:

("Sender")

TO (Recipient)

Full Legal Name / Company Name:

Address:

("Recipient")

DATE:

SUBJECT: FORMAL LEGAL NOTICE — DEMAND TO CEASE AND DESIST FROM

1. Purpose of Notice

This letter constitutes a formal legal notice requiring you to immediately cease and desist from conduct that violates the legal rights and interests of the Sender.

This notice is issued in good faith to resolve the matter without litigation while reserving all legal rights and remedies available under applicable law.

2. Parties

The Sender is

The Recipient is

3. Background and Relationship

The Parties have the following relationship or interaction:

Nature of Relationship:

Prior Communications:

History of Dispute:

Despite prior communications, the conduct described below has continued.

4. Description of Wrongful Conduct

The Sender has determined that the Recipient has engaged in the following acts:

Detailed Factual Description of Conduct:

Dates, Locations, Platforms, Communications, or Transactions:

Continuing or Repeated Actions:

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Such conduct constitutes an ongoing and continuing violation of the Sender's rights. Each instance of such conduct shall be treated as a separate violation.

5. Legal Basis of Claim

The Sender asserts that the above conduct constitutes violations including, but not limited to:

5.1 Statutory Violations

5.2 Contractual Breach (if applicable)

5.3 Civil Liability / Tortious Conduct

The conduct may constitute:

- unlawful interference with rights;
- misuse of property or information;
- reputational or commercial harm;
- other actionable conduct under applicable law.

The Sender reserves the right to rely on additional legal grounds.

6. Demand for Immediate Action

You are hereby required to immediately:

1. Cease all wrongful conduct described above.
2. Permanently refrain from engaging in similar conduct.
3. Remove, disable, or withdraw any infringing materials or actions.
4. Return any property, documents, or confidential information belonging to the Sender (if applicable).
5. Provide written confirmation of compliance.

7. Written Undertaking

Within _____ days of receipt of this notice, you must provide a written undertaking confirming that:

- the wrongful conduct has ceased;
- no similar conduct will occur in future;
- all corrective actions have been taken.

Failure to provide such undertaking will be treated as refusal to comply.

8. Preservation of Evidence

You are required to preserve all documents, communications, electronic records, data, and materials relevant to the conduct described in this notice. Destruction or alteration of evidence may result in additional legal consequences.

9. Deadline for Compliance

You must comply with this notice and provide written confirmation by _____.

Failure to comply will compel the Sender to pursue legal remedies without further notice.

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10. Potential Legal Consequences

If you fail to comply, the Sender may initiate appropriate legal proceedings including:

- civil action for damages and compensation;
- injunctive relief to restrain further conduct;
- recovery of legal costs and expenses;
- criminal complaints where applicable;
- any other remedy available under applicable law.

11. Settlement and Amicable Resolution

The Sender remains open to resolving this matter amicably. You may contact the Sender to discuss settlement or corrective measures within the compliance period.

12. Preservation and Reservation of Rights

This notice is issued without prejudice to any rights or remedies of the Sender. Nothing in this notice constitutes waiver, admission, or limitation of claims.

13. Confidentiality of Notice

The Recipient is requested not to publish or disclose the contents of this notice except where required by law.

14. Costs and Expenses

The Sender reserves the right to recover all costs, damages, and legal expenses arising from the Recipient's conduct.

15. Method of Service

This notice may be served by registered post, courier, email, or other verifiable delivery method and shall be deemed received upon delivery confirmation.

16. Governing Law and Jurisdiction

This notice and any dispute arising from it shall be governed by the laws of _____ and courts of _____ shall have jurisdiction.

Contact for response

All communications regarding this matter shall be addressed to:

Full Legal Name / Company Name:

Address:

Email:

Phone:

Issued by:

Name:

Position:

Company Name:

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Signature:

Date:

This document has been prepared and issued by the Sender in accordance with applicable legal requirements. Receipt of this notice creates an obligation to respond within the specified timeframe.