CEASE AND DESIST LETTER

_____ (your name, or your business's name)

_____ (your mailing address)

Date: _____

Sent by (check all that apply): [ ] Certified Mail (Return Receipt Requested) [ ] First-Class Mail [ ] Email [ ] Hand Delivery

To: _____ (recipient's name)

_____ (recipient's mailing address)

RE: Demand to Stop _____

Dear _____:

1. WHAT HAS HAPPENED

I am writing to ask that you stop _____. Since about _____, 20____, you have _____.

Here is a short, factual summary, with dates and places: _____

_____

I did not agree to this, and I believe it violates my legal rights. I am putting this request in writing so there is no misunderstanding about what I am asking for.

2. WHAT I AM ASKING YOU TO DO

I ask that you and anyone acting for you do the following:

1. _____

2. _____

3. _____

Before you remove or change anything, please keep a copy of it and any related records, because they may matter if this dispute is not resolved.

3. DEADLINE

Please complete the steps above within _____ days of the date of this letter, and confirm in writing by then that you have done so. You can reply to me at the address above.

If this is not resolved within that time, I will consider the legal options available to me.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

4. RESERVATION OF RIGHTS

This letter is not a complete statement of the facts or of my rights and claims. I do not give up any of them by sending this letter or by waiting to act.

Enclosures (copies only): _____

Note: state only facts you can back up, send the letter only to the recipient, and never threaten criminal charges or a police report. For a debt collector, use our debt collector version, which follows the Fair Debt Collection Practices Act.

SIGNATURES

Sender

Signature: _____ Date: _____

Printed Name: _____

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