

Cease and Desist Letter

[YOUR NAME / BUSINESS NAME]

[Address] | [Phone] | [Email]

[DATE]

Sent by certified mail and email

[RECIPIENT NAME]

[RECIPIENT ADDRESS]

Re: Demand to cease and desist [BRIEF DESCRIPTION, e.g. use of our "Greenleaf" trademark]

Dear [RECIPIENT NAME],

I am writing to formally demand that you immediately stop [DESCRIBE THE ACTIVITY, e.g. using the name "Greenleaf Coffee" and our logo on your website and social media accounts].

[YOUR NAME/BUSINESS] [owns / has the right to] [DESCRIBE YOUR RIGHT, e.g. the registered trademark "Greenleaf Coffee", U.S. Reg. No. 0000000, used since 2021]. On [DATE], we became aware that you have been [DESCRIBE WHAT THEY DID, WITH DATES AND EXAMPLES]. This activity [infringes our rights / is causing confusion among our customers / is causing us harm].

We therefore demand that you, by **[DEADLINE, e.g. 14 days from the date of this letter]**:

1. Immediately stop [THE ACTIVITY];
2. Remove [THE MATERIAL] from [WHERE IT APPEARS];
3. Confirm in writing to me at the address above that you have done so.

If you do not comply by this deadline, we are prepared to take further action to protect our rights, which may include legal proceedings. We would prefer to resolve this matter without that step.

Nothing in this letter waives any of our rights or remedies, all of which are expressly reserved.

Sincerely,

[YOUR NAME]

[TITLE, BUSINESS NAME]

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