

# Cease and Desist Letter UK

A formal demand to stop unlawful conduct, prepared with reference to English civil law principles

## 1. SENDER, RECIPIENT AND DATE

Date:

From:

Address:

To:

Address:

Our Reference (if any):

## RE: FORMAL DEMAND TO CEASE AND DESIST

## 2. BASIS OF THIS LETTER

We write on behalf of, or as, the party named above in connection with conduct by you which we consider to be unlawful and which is described in this letter. This letter sets out our concerns, the legal basis for them, and the action we require you to take.

Nature of the claim (e.g. breach of contract, trade mark infringement, harassment, defamation):

Legal basis relied upon (statute, tort, or contractual term):

## 3. DESCRIPTION OF THE CONDUCT COMPLAINED OF

The conduct that gives rise to this letter is described below, together with the relevant dates and, where applicable, the impact of that conduct on the sender.

Description of conduct:

Date(s) of conduct:

Location/platform (if any):

Impact on sender (e.g. loss, damage, distress):

## 4. DEMAND

We hereby require you, within the period specified below, to:

- (a) immediately cease the conduct described in Section 3;
- (b) confirm in writing that you will not repeat or continue that conduct; and
- (c) take the following further step(s) (if any):

Compliance deadline:

## 5. CONSEQUENCES OF NON-COMPLIANCE

If you do not comply with this demand by the deadline stated above, we reserve the right, without further notice, to take such further action as we consider appropriate, which may include commencing civil proceedings in the County Court or the High Court, seeking an injunction to restrain further conduct, and

claiming damages, interest, and legal costs against you.

This letter is written on a non-exhaustive and without prejudice basis save as to costs, and is sent without prejudice to any other rights or remedies available to the sender, all of which are expressly reserved.

## 6. PRESERVATION OF EVIDENCE

You are requested to preserve all documents, correspondence, and other material, whether in physical or electronic form, that relate to the matters referred to in this letter. Destruction or alteration of relevant material after receipt of this letter may amount to a separate legal wrong.

## 7. HOW TO RESPOND

Please send your written response to the sender's address above, or to the following contact details, by the compliance deadline stated in Section 4.

Contact for response (email/telephone):

## 8. RESERVATION OF RIGHTS

Nothing in this letter constitutes a waiver of any right or remedy available to the sender, whether under this letter, at common law, in equity, or by statute, all of which are expressly reserved. This letter does not itself commence legal proceedings.

## 9. SIGNATURE

Yours faithfully,

Signature:

Date:

Print Name:

Position/Title (if signing on behalf of an organisation):