**NOTICE TO CEASE AND DESIST**

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, & ZIP]

Date: [DATE]

**Re: Breach of Contract**

Dear [RECIPIENT NAME],

This letter is served upon you due to your breach of the [AGREEMENT TITLE] (“Agreement”) that was entered into on [DATE].

You freely executed a valid contract that was breached by: [DESCRIPTION OF BREACH].

**If you fail to cease and desist the above-described breach, without further notice to you, we shall take such legal action as we deem necessary to assert our rights.**

We expressly reserve all our equitable and legal rights and remedies, including the right to seek injunctive relief and recover monetary damages.

We wish to receive your assurances that you have ceased the breach, accompanied by proof, by [DATE].

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SIGNING PARTY NAME (AND TITLE, IF APPLICABLE)]