**RESPONSE TO NOTICE TO CEASE AND DESIST**

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, & ZIP]

Date: [DATE]

**Re: Notice to Cease and Desist**

Dear [RECIPIENT NAME],

I am writing this letter to acknowledge that on [MM/DD/YYYY], I received your Notice to Cease and Desist for [SUBJECT OF NOTICE TO CEASE], dated [MM/DD/YYYY].

I am reviewing this matter and will issue a full response within [#] days. Your patience is appreciated at this time.

Sincerely,

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

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