[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Response to Cease and Desist Letter**

Dear [ADDRESSEE],

We acknowledge receipt of your cease and desist letter dated [DATE], regarding [*BRIEF DESCRIPTION OF THE ISSUE, e.g., alleged use of intellectual property, alleged breach, etc.*]. We take this matter seriously and wish to address your concerns directly.

After reviewing the allegations, we respond as follows:

1. [ACKNOWLEDGMENT/DISPUTE]:
   1. [If applicable] We acknowledge [*SPECIFIC ISSUE, e.g., the use of [CONTENT/NAME] and are taking steps to address the matter]*.
   2. [If disputing] We respectfully disagree with the allegations raised in your letter and assert that [*BRIEF EXPLANATION, e.g., “our actions fall within the bounds of fair use,” or “the statements made are protected under applicable law*”].
2. Proposed Resolution:
   1. [If applicable] To resolve this matter amicably, we propose [*SPECIFIC ACTION, e.g., removing content, clarifying use, or engaging in discussions to reach a mutual understanding*].
   2. [If disputing] We are prepared to provide evidence supporting our position and request further clarification on the specific basis for your allegations.
3. Next Steps:
   1. We request a meeting or discussion to address this matter further and ensure both parties understand the situation.
   2. Please provide any additional evidence or clarification by [DATE] to assist us in responding fully.

Please direct any questions or further correspondence to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER]. We are committed to resolving this matter in a fair and reasonable manner.

This response is issued without prejudice to any of our rights or remedies, all of which are expressly reserved.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]