

[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization]  
[Address Line 1]  
[Address Line 2]

## Cease and Desist Communication: Unauthorized Use of Logo

Dear [Recipient Name],

It has come to our attention that you are currently using our company's registered logo ("[Logo Name/Description]") without authorization, specifically in the following context(s): [Briefly describe the instances and location(s) of misuse, e.g., website URL, product packaging, advertisements].

The use of our logo in this manner is a violation of our intellectual property rights and may lead to public confusion regarding your affiliation or endorsement by our company. We take the protection of our brand and trademarks very seriously.

Accordingly, we demand that you immediately:

- Cease and desist all use of our logo and any materials containing our logo.
- Remove the logo from all digital and physical platforms, advertisements, or any other materials under your control.
- Provide written assurance within [X] business days that you have complied with these demands.

Failure to comply with this request may result in further legal action to enforce our rights without additional notice.

If you believe you have received this notice in error, or if you would like to discuss this matter further, please contact us directly at [Contact Information].

This letter is sent without prejudice to our rights, all of which are expressly reserved.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Company/Organization Name]  
[Contact Email/Phone]

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**Note:** This sample document is for informational purposes only and does not constitute legal advice.