

Preliminary Response - Requesting Clarification

Subject: Request for Clarification Regarding Cease and Desist Notice

Dear [Sender's Name],

I am writing in response to your cease and desist letter dated [Date]. Before I can adequately respond to your demands, I require clarification on several points.

Your letter alleges that I have engaged in [activity], but does not provide sufficient specificity regarding which particular actions or materials are at issue. Please identify with specificity: the exact content, dates, locations, and circumstances of the alleged violations.

Additionally, your letter references [legal claim] but does not provide supporting documentation or evidence. Please provide copies of any registrations, contracts, or other legal instruments upon which you base your claims.

I also note that your letter demands [action] but does not specify a reasonable timeframe for compliance or explain why such action is necessary. Please clarify what would constitute satisfactory compliance in your client's view.

I am prepared to address legitimate concerns, but I cannot respond appropriately without understanding the full scope and basis of your allegations. Please provide the requested information within [timeframe] to facilitate a productive resolution.

Thank you for your cooperation.

Sincerely,

[Your Name]

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