TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Re: Current Harassment

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter has been served as notice of your unwarranted harassment activities, or the equivalent thereof, that has been on-going in recent weeks. Therefore, you are required to cease and desist all verbal and physical attacks, including but not limited to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you do not cease all related acts a harassment lawsuit will be commenced against you.

The previously conducted actions are unwanted, unwelcome, and have become unbearable. Due to the aforementioned harm you have caused, this cease and desist shall serve as a pre-suit letter demanding that you provide us written assurance within \_\_\_\_ days that you will refrain from further actions that could be deemed as harassment.

If you do not comply with this cease and desist letter within the aforementioned time-period then a lawsuit may be filed in the proper jurisdiction seeking monetary damages as well as pursuing all available legal remedies for your harassment.

Sincerely,