

CEASE AND DESIST HARASSMENT

[Sender's Full Name]
[Street Address]
[City, State, Zip Code]

[Date]

VIA [Certified Mail / Overnight Mail / Email (email address) / Other Method of Delivery]

[Harasser's Full Name]
[Contact Person Name, Title (if applicable and known)]
[Street Address]
[City, State, Zip Code]

RE: Cease and Desist - Harassment

Dear [Mr./Ms.] [Contact Person's Last Name] / To Whom It May Concern:

This letter serves as notice to you and your company to immediately cease and desist all harassing activities against/towards me. [Describe the harassing behavior including the dates, places and methods of harassment. Include as many specific details as possible.]

Your actions are unwanted and are [_____ [embarrassing / annoying / aggressive / threatening / repeatedly / continuously / other – user to write in]]. As a result of your harassment, I have suffered [substantial harm to my reputation/character/business / emotional and physical stress / other type of harm, damage or injury – user to write in].

If you do not cease and desist the harassment, I will be forced to take appropriate legal action against you and will seek all available damages and remedies.

Sincerely,

[Sender's Full Name]

