

Addressing personal harassment effectively is crucial for safeguarding one's rights and well-being. This guide provides a free template for a cease and desist letter targeting personal harassment, along with a realistic example, focusing on the need for clear and assertive communication.

## Purpose of Cease and Desist Letters for Personal Harassment

- **Formal Warning:** Serve as a formal notice to the harasser to stop their unwanted and inappropriate behavior.
- **Legal Documentation:** Act as a record of action taken in case the situation escalates and legal intervention becomes necessary.
- **Deter Further Harassment:** Deter the harasser from continuing their behavior by outlining potential legal consequences.
- **Assert Personal Rights:** Affirm your right to be free from harassment and to seek legal recourse if it continues.

## Key Components of a Personal Harassment Cease and Desist Letter

**Introduction:** Clearly identify yourself and the purpose of the letter.

**Description of the Harassment:** Detail the specific instances of harassment, including dates and descriptions of the incidents.

**Demand to Cease:** Explicitly demand that all forms of harassment cease immediately.

**Legal Consequences:** State the legal actions you are prepared to take if the harassment does not stop.

**Deadline for Compliance:** Specify a reasonable deadline for the harasser to acknowledge and agree to stop their behavior.

**Closing:** Conclude by reiterating the seriousness of the matter and your intention to pursue legal remedies if necessary.

## Personal Harassment Cease and Desist Letter Template

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Harasser's Name]  
[Harasser's Address]  
[City, State, Zip Code]

Dear [Harasser's Name],

I am writing this letter to formally demand the immediate cessation of your harassing behavior towards me. Over the past [time period], I have experienced repeated instances of harassment, including [describe specific incidents of harassment, such as unwanted calls, messages, stalking behaviors, etc.], most recently on [date of the latest incident].

This behavior is unacceptable and has caused me significant distress. It is a violation of my personal rights, and I will not tolerate it any further. Should you fail to cease all forms of communication and interaction with me by [set a specific deadline], I will have no option but to pursue legal

action to protect myself.

This letter serves as a formal notice for you to immediately stop your harassing behavior. Failure to comply with this demand will result in my taking legal measures, including but not limited to filing for a restraining order.

I expect a written response acknowledging and agreeing to these terms by the specified deadline. Please take this notice seriously as I am fully prepared to defend my rights and well-being.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

## Example Letter Using the Template

Emily Johnson  
123 Maple Street  
Townsville, TS 12345  
emily.johnson@email.com  
(555) 678-1234  
April 28, 2024

John Doe  
456 Oak Lane  
Townsville, TS 12345

Dear John Doe,

I am writing this letter to formally demand the immediate cessation of your harassing behavior towards me. Over the past three months, I have experienced repeated instances of harassment, including unwelcome and persistent messages via social media and email, as well as unsolicited visits to my workplace, most recently on April 25, 2024.

This behavior is unacceptable and has caused me significant distress. It is a violation of my personal rights, and I will not tolerate it any further. Should you fail to cease all forms of communication and interaction with me by May 15, 2024, I will have no option but to pursue legal action to protect myself.

This letter serves as a formal notice for you to immediately stop your harassing behavior. Failure to comply with this demand will result in my taking legal measures, including but not limited to filing for a restraining order.

I expect a written response acknowledging and agreeing to these terms by the specified deadline. Please take this notice seriously as I am fully prepared to defend my rights and well-being.

Sincerely,

Emily Johnson