

**Date:** [Insert Date]

**TO:**

[Name of Unapproved Entity/Affiliate]

[Street Address]

[City, State, Zip Code]

[Email Address/Contact Person]

**RE: NOTICE TO CEASE AND DESIST AND DEMAND FOR IMMEDIATE REMOVAL OF INTELLECTUAL PROPERTY**

Dear [Name of Contact Person or Entity],

It has come to the attention of [Your Bank Name] ("the Bank") that your organization is currently displaying the Bank's official logos, trademarks, and/or branding materials on your website, marketing collateral, or digital platforms located at: [Insert URL or Location of Use].

Please be advised that [Your Bank Name] has not authorized, licensed, or approved your organization to use its intellectual property. Your unauthorized use of our logo falsely implies a formal affiliation, partnership, or endorsement that does not exist. This conduct constitutes trademark infringement and may mislead the public regarding our professional relationship.

**DEMAND IS HEREBY MADE THAT YOU:**

- Immediately cease and desist from all unauthorized use of [Your Bank Name]'s logos and trademarks.
- Remove all instances of the Bank's branding from your website, social media profiles, and any printed materials within [Number, e.g., 24 or 48] hours of receipt of this letter.
- Confirm in writing once these actions have been completed.

Failure to comply with this demand may result in further legal action to protect our intellectual property rights, including seeking injunctive relief and monetary damages.

This letter is sent without prejudice to the Bank's rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Name/Signature]

[Your Title/Department]

[Your Bank Name]

[Your Phone Number]

[Your Email Address]