

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Recipient Name/Agent]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

**RE: NOTICE TO CEASE AND DESIST - UNAUTHORIZED USE OF TRADEMARK
[Trademark Name]**

Dear [Recipient Name],

It has come to our attention that your organization is using the trademark "[Trademark Name]" in connection with banking and financial services. [Name of Your Bank/Entity] is the exclusive owner of this trademark, which is registered with the [United States Patent and Trademark Office / Relevant Authority] under Registration No. [Registration Number].

Your unauthorized use of this mark on your website, marketing materials, and [Specific Location of Use] constitutes trademark infringement, unfair competition, and false designation of origin. Such use is likely to cause confusion among consumers and suggests an affiliation with our institution that does not exist.

DEMAND IS HEREBY MADE THAT YOU:

- Immediately cease and desist from all further use of the trademark "[Trademark Name]" or any mark confusingly similar thereto.
- Remove all infringing marks from your website, social media profiles, signage, and promotional materials.
- Provide written confirmation to this office by [Deadline Date] that you have complied with these demands.

We prefer to resolve this matter amicably; however, we are prepared to take all necessary legal action to protect our intellectual property rights and seek damages if this matter is not resolved immediately.

This letter is sent without prejudice to any other rights or remedies available to [Name of Your Bank/Entity] under applicable law.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Position]
[Bank/Entity Name]