

OFFICIAL NOTICE: CEASE AND DESIST REGARDING IMPROPER USE OF TRADE NAME

Date: [Insert Date]

TO:

[Recipient Name/Entity Name]

[Recipient Address]

[City, State, Zip Code]

FROM:

[Banking Institution Legal Department]

[Banking Institution Name]

[Institution Address]

RE: Unauthorized Use of Registered Trade Name "[Insert Trade Name]"

Dear [Recipient Name/Management],

It has come to the attention of [Banking Institution Name] that your organization is using the name "[Insert Trade Name]" in connection with [Describe unauthorized use, e.g., marketing materials, website domain, or financial services].

[Banking Institution Name] holds the exclusive rights to this trade name under [Insert relevant Trademark/Registration Numbers if applicable]. Your current use of this name is unauthorized and constitutes trade name infringement and unfair competition. Such use is likely to cause public confusion, suggesting an affiliation, sponsorship, or endorsement by our institution that does not exist.

DEMAND IS HEREBY MADE THAT YOU:

- Immediately cease and desist from all further use of the name "[Insert Trade Name]" and any confusingly similar variations.
- Remove the name from all digital platforms, including websites, social media, and meta tags.
- Destroy or discontinue all physical marketing materials, signage, and stationery bearing the name.
- Provide written assurance to this office within [Number] business days that these actions have been completed.

Failure to comply with this notice may result in [Banking Institution Name] pursuing formal legal action to protect its intellectual property rights, including seeking injunctive relief and monetary damages.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title/Position]

[Banking Institution Name]