

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To:

[Recipient Name/Entity Name]

[Recipient Address]

[City, State, Zip Code]

RE: CEASE AND DESIST UNAUTHORIZED USE OF [CREDIT UNION NAME] LOGO

Dear [Recipient Name/Contact Person],

It has come to the attention of [Credit Union Name] that your organization is using our official logo on [website URL/marketing materials/social media] without prior written authorization.

[Credit Union Name] holds exclusive rights to its trademarks, service marks, and logos. Your unauthorized use of our logo is likely to cause confusion among consumers, falsely implying an affiliation, sponsorship, or endorsement by our Credit Union that does not exist. Such actions may constitute trademark infringement, unfair competition, and deceptive trade practices under state and federal laws.

Accordingly, we demand that you immediately:

1. Cease and desist from any further use of the [Credit Union Name] logo in any medium;
2. Remove the logo from all websites, digital platforms, social media accounts, and printed materials; and
3. Provide written confirmation to our office no later than [Insert Date, e.g., 7 days from now] that you have complied with these demands.

Please be advised that [Credit Union Name] takes the protection of its brand and intellectual property seriously. Failure to comply with this demand will leave us with no choice but to consider further legal action to protect our interests, including seeking injunctive relief and monetary damages.

This letter is sent without prejudice to [Credit Union Name]'s rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Department]

[Credit Union Name]