

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

[Recipient Name]

[Recipient Job Title]

[Competing Bank Name]

[Street Address]

[City, State, Zip Code]

**RE: CEASE AND DESIST - UNAUTHORIZED USE OF CONFIDENTIAL FINANCIAL
AUDIT REPORTS**

Dear [Recipient Name],

It has come to our attention that [Competing Bank Name] is currently in possession of, and is making unauthorized commercial use of, internal financial audit reports belonging to [Your Bank Name]. These documents are the exclusive, proprietary property of [Your Bank Name] and are protected under trade secret laws and intellectual property regulations.

The documents in question include, but are not limited to: [List Specific Reports/Dates].

These reports contain sensitive, non-public financial data, internal methodologies, and strategic insights. Your unauthorized acquisition and use of this information to gain a competitive advantage constitutes a direct violation of [Applicable State/Federal] trade secret laws, unfair competition statutes, and potentially tortious interference with business operations.

DEMAND IS HEREBY MADE THAT YOU IMMEDIATELY:

1. Cease and desist from any further use, reproduction, distribution, or display of [Your Bank Name]'s internal financial audit reports or any data derived therefrom.
2. Identify all parties within your organization who have accessed these reports and any third parties to whom you have disclosed this information.
3. Destroy or return all physical and electronic copies of the aforementioned reports in your possession.
4. Provide written certification to our office by [Deadline Date] that you have complied with these demands.

Failure to comply with this notice by the date specified will leave [Your Bank Name] with no choice but to pursue all available legal remedies, including seeking injunctive relief, monetary damages, and recovery of legal fees.

This letter is formal notice of a legal dispute. You are further instructed to preserve all records, electronic or otherwise, related to the acquisition and use of these documents.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Legal Counsel]

[Your Bank Name]