

Date: [Date]

VIA: [Certified Mail / Email / Hand Delivery]

TO:

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

[Recipient Email]

RE: CEASE AND DESIST - UNAUTHORIZED SYNDICATION OF CONFIDENTIAL FINANCIAL AUDIT MATERIALS

Dear [Recipient Name],

This firm represents [Name of Banking Institution]. It has come to our attention that your organization is currently syndicating, publishing, or otherwise distributing internal financial audit materials belonging to our client, specifically: [Description of Documents, e.g., 2023 Internal Risk Assessment / Q3 Audit Summary].

These materials are the exclusive property of [Name of Banking Institution]. They contain highly sensitive, non-public financial data, proprietary internal controls, and trade secrets. The unauthorized disclosure and syndication of these documents constitute a breach of confidentiality, a violation of trade secret laws, and may trigger significant regulatory penalties under banking privacy statutes.

Accordingly, we demand that you immediately:

- Cease all further syndication, distribution, or publication of the aforementioned materials;
- Remove all instances of these materials from your website(s), servers, and social media platforms;
- Identify all third parties to whom you have provided or syndicated these materials; and
- Confirm in writing, no later than [Date], that you have complied with these demands.

Failure to comply with this demand will leave our client with no choice but to pursue all available legal remedies, including seeking injunctive relief and monetary damages for the unauthorized use of its proprietary information.

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

Sincerely,

[Your Name/Signature]

[Title/Law Firm Name]

[Phone Number]
[Email Address]