

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Individual/Entity]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

**RE: CEASE AND DESIST - UNLAWFUL USE OF CONFIDENTIAL INTERNAL BANK
AUDIT REPORTS**

Dear [Name of Individual/Entity],

This letter is formal notice that [Name of Bank/Financial Institution] ("the Bank") is aware that you are in possession of, and are currently utilizing, internal bank audit reports for the purpose of generating profit and/or commercial gain.

These audit reports are the exclusive property of the Bank and are classified as strictly confidential and proprietary information. These documents are protected under trade secret laws, financial privacy regulations, and internal governance policies. The unauthorized use, distribution, or commercial exploitation of these materials constitutes a direct violation of law and a breach of fiduciary duties or contractual obligations.

Your current activities are unlawful and must stop immediately.

The Bank hereby demands that you:

- Immediately cease and desist from using these audit reports for any profit-generating activities or commercial purposes.
- Immediately cease all further distribution, reproduction, or sharing of these reports with any third party.
- Provide written confirmation within [Number] business days that you have deleted, destroyed, or returned all copies (electronic or physical) of the audit reports in your possession.
- Provide a full accounting of all profits generated through the unauthorized use of this proprietary information.

Failure to comply with this demand will leave the Bank with no alternative but to pursue all available legal remedies, including seeking injunctive relief, filing a lawsuit for damages, and reporting this matter to relevant financial regulatory authorities and law enforcement agencies.

This letter is sent without prejudice to the Bank's rights and remedies, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Name of Bank/Financial Institution]

[Contact Phone Number]

[Contact Email]