

URGENT: CEASE AND DESIST NOTICE

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Unauthorized and Illicit Use of Corporate Bank Accounts

Dear [Recipient Name],

This letter serves as a formal demand for you to immediately cease and desist from any and all unauthorized or illicit use of the corporate bank accounts belonging to [Company Name].

It has come to our attention that you have engaged in the following activities without authorization:

- [Description of illicit activity 1, e.g., unauthorized withdrawals]
- [Description of illicit activity 2, e.g., personal expenses charged to account]
- [Description of illicit activity 3, e.g., unauthorized transfers to third parties]

These actions constitute a direct violation of company policy, a breach of fiduciary duty, and potentially criminal financial misconduct. Your access to all corporate accounts has been revoked effective immediately.

DEMAND IS HEREBY MADE THAT YOU:

1. Immediately stop all transactions involving company funds.
2. Return all company-issued debit cards, credit cards, and checkbooks.
3. Provide a full written accounting of all unauthorized transactions made to date.
4. Repay the total sum of unauthorized funds, amounting to \$[Insert Amount], by [Insert Deadline Date].

Failure to comply with this demand by [Insert Deadline Date] will result in [Company Name] taking further legal action. This may include filing a civil lawsuit for damages, seeking injunctive relief, and reporting this matter to law enforcement authorities for criminal investigation.

This letter is sent without prejudice to any other rights or remedies available to [Company Name] under applicable law.

Governed by the laws of the State of [Insert State].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]