

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Name of Infringing Party/Business Name]
[Address]
[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST - UNAUTHORIZED USE OF [BANK NAME] TRADEMARKS

Dear [Name of Contact Person],

It has come to our attention that your organization is using the registered trademarks and/or service marks of [Full Legal Name of Bank] (the "Bank") in connection with [Description of Infringement, e.g., your website, marketing materials, social media]. Specifically, you are using: [List specific trademarks, logos, or slogans being used].

The Bank is the exclusive owner of these marks, which are registered with the [Relevant Trademark Office, e.g., USPTO] under Registration No(s). [Insert Registration Numbers]. Unauthorized use of these marks constitutes trademark infringement, unfair competition, and false designation of origin under federal and state laws.

Your unauthorized use of these trademarks is likely to cause confusion among consumers, falsely suggesting an affiliation, sponsorship, or endorsement by the Bank that does not exist. This conduct causes irreparable harm to the Bank's brand identity and reputation.

Accordingly, we demand that you immediately:

- Cease and desist from all further use of any trademarks, logos, or slogans belonging to the Bank;
- Remove all infringing materials from your website ([URL]), social media profiles, and any printed materials;
- Destroy all unauthorized marketing materials, signage, or stationery bearing the Bank's marks; and
- Provide written confirmation to our office no later than [Date, e.g., 10 business days from today] that you have complied with these demands.

If you fail to comply with these demands within the specified timeframe, the Bank will be forced to take further legal action to protect its intellectual property rights, which may include seeking injunctive relief, monetary damages, and recovery of legal fees.

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

Sincerely,

[Your Name/Signature]

[Title, e.g., Legal Counsel / Compliance Officer]

[Bank Name]

[Phone Number]

[Email Address]