

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO CEASE AND DESIST - DEFAMATORY STATEMENTS AGAINST [BANK NAME]

Dear [Recipient Name],

This letter serves as a formal warning regarding false and malicious statements you have recently made concerning [Bank Name]. It has come to our attention that on [Date/Time], via [Platform/Medium, e.g., Social Media, Public Forum, Email], you published the following information:

"[Insert Quote or Description of Defamatory Content]"

These statements are factually incorrect, unsubstantiated, and highly injurious to the reputation and business operations of [Bank Name]. Under applicable laws, the publication of false statements that harm the professional standing of a financial institution constitutes defamation.

We hereby demand that you:

- Immediately cease and desist from making further defamatory comments about [Bank Name].
- Remove all existing defamatory posts, articles, or communications from all platforms within [Number] hours of receiving this letter.
- Issue a formal written retraction and apology in the same medium where the original statements were published.

Failure to comply with these demands will leave [Bank Name] with no choice but to pursue formal legal action to protect its interests. This may include seeking injunctive relief, as well as monetary damages for loss of business and legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name/Legal Counsel Name]

[Title/Position]

[Bank Name]