

**VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

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

**RE: CEASE AND DESIST - MISAPPROPRIATION OF CONFIDENTIAL FINANCIAL DATA**

Dear [Recipient Name],

This law firm represents [Firm Name] ("the Firm") in matters concerning the protection of its proprietary information and intellectual property. It has come to our attention that you are in possession of, or have been disseminating, confidential financial data belonging to the Firm without authorization.

The data in question includes, but is not limited to: [Description of Financial Data, e.g., profit/loss statements, client billing records, tax returns, or trade secrets]. This information is the exclusive property of the Firm and is protected under state and federal trade secret laws, as well as [mention specific contract, e.g., your Non-Disclosure Agreement dated Date].

Your unauthorized acquisition and/or use of this sensitive financial data constitutes a direct violation of your legal obligations and has caused, and continues to cause, irreparable harm to the Firm's competitive standing and financial security.

**DEMAND IS HEREBY MADE THAT YOU IMMEDIATELY:**

- Cease and desist from any further use, viewing, or dissemination of the Firm's financial data;
- Return all original documents and electronic files containing said data to our office;
- Permanently delete all digital copies, backups, or derivatives of this information from your devices, cloud storage, and email accounts;
- Provide written certification to this office by [Deadline Date] that you have complied with these demands.

Failure to comply with this demand by the date specified will leave the Firm with no choice but to pursue all available legal remedies. This may include filing a formal lawsuit for damages, seeking injunctive relief, and reporting this matter to the relevant regulatory or law enforcement authorities.

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

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Firm Name]