

## NOTICE OF TRESPASS / BANNING ORDER

**Date:** [Date]

**To:** [Individual's Full Name]

**Address:** [Individual's Address, if known]

**FROM:** [Business Name]

**Store Location:** [Store Address/Branch Number]

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Dear [Individual's Name],

This letter serves as a formal notice that you are hereby forbidden from entering or remaining on the property of **[Business Name]**, located at **[Store Address]**.

This decision has been made due to the following incident(s) or behavior:

[Insert Brief Description of Incident, e.g., Shoplifting, Disorderly Conduct, Harassment] on [Date].

This ban is effective immediately and shall remain in effect [permanently / until Date]. This prohibition includes the interior of the building, the parking lot, and all adjacent walkways owned or operated by this business.

Please be advised that if you return to these premises at any time, you will be considered a trespasser. Under such circumstances, the local police department will be notified immediately, and we will request that you be arrested and prosecuted for Criminal Trespass under [State/Local] law.

Do not contact this business or its employees. Any further communication regarding this matter should be directed to [Name/Department] in writing.

Sincerely,

[Signature]

[Name of Manager/Owner]

[Title]

[Phone Number]

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### OFFICIAL USE ONLY:

Notice delivered via: [ ] In-person [ ] Certified Mail [ ] Law Enforcement Personnel

Officer Name/Badge # (if applicable): \_\_\_\_\_