

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]

[City, State, Zip Code]

Subject: Complaint Regarding Cyber Crime Incident

Dear [Recipient Name],

I am writing to formally report a cyber crime incident that I have recently experienced. The details of the incident are as follows:

1. **\*\*Nature of the Incident\*\***:

[Describe the type of cyber crime, e.g., hacking, identity theft, phishing attempt, etc.]

2. **\*\*Date and Time of Incident\*\***:

[Provide the specific date and time when the incident occurred]

3. **\*\*Description of Events\*\***:

[Provide a detailed account of what happened, including any relevant interactions, communications, or actions taken by the perpetrator(s)]

4. **\*\*Impact\*\***:

[Explain the effects of the incident on you personally, financially, or professionally]

5. **\*\*Evidence\*\***:

[List any evidence you have collected, such as screenshots, emails, or other documentation that supports your claim]

6. **\*\*Actions Taken\*\***:

[Describe any steps you have taken to address the issue, such as contacting your internet service provider, changing passwords, or reporting to other authorities]

I request that [Department/Organization Name] investigate this matter thoroughly and take appropriate action against the individuals involved. Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]