

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

[Recipient's Name]
[Position]
[Department or Company Name]
[Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding Cyber Crime Incident

Dear [Recipient's Name],

I am writing to formally report a cyber crime incident that I have experienced, which I believe requires immediate attention.

Details of the Incident:

- Date of Incident: [Insert Date]
- Time of Incident: [Insert Time]
- Description of the Incident: [Provide a detailed account of what occurred, including any relevant information about the perpetrators, methods used, and impacts suffered. Be specific about how it has affected you.]

I have gathered evidence related to this incident, including [list any evidence, such as emails, screenshots, or logs], which I am willing to provide for your investigation.

I request that you investigate this matter thoroughly and take appropriate action to address and resolve the situation.

Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]