

Subject: Urgent: Report of Email Scam

Dear [Recipient's Name or Organization],

I am writing to formally report an email scam that I recently encountered. The details of the incident are as follows:

- **\*\*Date of Incident\*\***: [Insert date]
- **\*\*Sender's Email Address\*\***: [Insert email address]
- **\*\*Subject Line\*\***: [Insert subject of the email]
- **\*\*Description\*\***: [Briefly describe the content of the email and why it is suspicious.]

I am concerned that this scam may target others and would appreciate your immediate attention to this matter.

Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]