

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Forgery

I am writing to formally notify you of a serious incident involving forgery that has come to our attention regarding [briefly describe the document or circumstance related to the forgery].

[Explain the details of the forgery, including how it was discovered, the impact it has had, and any relevant information surrounding the situation.]

This matter requires immediate attention, and we urge you to take appropriate action to investigate and rectify the situation. [If applicable, mention any evidence you have and how you plan to proceed.] Please feel free to reach out to me directly at [your phone number] or [your email address] should you have any questions or require further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]