

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

[Recipient's Name]  
[Title/Position]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding Forgery

I am writing to formally lodge a complaint concerning a serious matter of forgery that I have recently encountered.

On [specific date], I discovered that [describe the incident, e.g., "my signature was forged on a document related to [specific transaction or account]"]. This fraudulent activity has not only caused me significant distress but has also [mention any consequences, e.g., "led to unauthorized transactions on my account"].

I have attached copies of the relevant documents, including [list documents, e.g., "the forged document, correspondence related to the incident, and any supporting evidence"].

I request an immediate investigation into this matter and the implementation of necessary actions to rectify the situation. Please inform me of the steps that will be taken to resolve this issue and ensure that such incidents do not occur in the future.

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 Typed Name]