

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

[Recipient's Name]  
[Recipient's Title / Position]  
[Organization/Company Name]  
[Organization/Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Incident of Forgery

I hope this letter finds you well. I am writing to formally report an incident of forgery that I have recently encountered.

On [date of incident], I discovered that [describe the specifics of the forgery, including what was forged, how you found out about it, and the parties involved]. This situation has caused significant concern and distress, as it not only affects me but could potentially impact [mention any larger implications, such as a company, other individuals, etc.].

The forgery was identified when [explain how you identified the forgery, including any supporting evidence like documents, communications, etc.]. I have attached copies of the relevant documentation for your review and further investigation.

Given the seriousness of this matter, I kindly urge you to conduct a thorough investigation into this incident. I believe that it is crucial to address the implications and take preventive measures to avoid similar issues in the future.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or clarification regarding this matter. I appreciate your attention to this urgent issue and look forward to your prompt response.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Attachments: List of documents included]