

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

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

Dear [Recipient's Name],

Subject: Report of Forgery

I hope this letter finds you well. I am writing to formally report an incident of forgery that has come to my attention.

[Briefly describe the nature of the forgery, including specific details such as dates, documents involved, and any relevant individuals.]

This incident has caused me significant concern, and I believe it is crucial to address it promptly. I would appreciate your assistance and guidance on the next steps to take regarding this matter.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]