

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Formal Notice of Forgery

Dear [Recipient's Name],

I am writing to formally notify you regarding an incident of forgery that has come to my attention.

[Briefly describe the incident, including any relevant dates, documents involved, and the nature of the forgery.]

This act of forgery is a serious violation of the law and has resulted in [describe any consequences or impact that the forgery has had].

I request that you take immediate action to rectify this situation by [outline any corrective measures you expect to be taken]. Failure to respond or take appropriate action may result in further legal action.

Please contact me at your earliest convenience to discuss this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Your Company (if applicable)]