

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

Subject: Notification of Forgery Activities

Dear [Recipient's Name],

I am writing to formally notify you of recent activities suspected of forgery associated with [specific details about the context or transaction, e.g., documents, financial statements, etc.].

We have identified several irregularities, including [briefly describe specific instances or evidence of forgery]. This situation raises serious concerns regarding [potential consequences or impacts on the organization, individuals, etc.].

We are currently investigating the matter thoroughly and have taken the following steps:

1. [Detail any actions taken, e.g., contacting law enforcement, auditing documents, etc.]
2. [Additional actions taken, if necessary]

We recommend that you take the following actions to protect yourself and your interests:

1. [Actionable advice for the recipient]
2. [Additional advice or steps to consider]

Please feel free to reach out if you have any questions or require further information. We appreciate your prompt attention to this serious matter.

Sincerely,

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