

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Report of Forgery

I am writing to formally report a case of forgery that has come to my attention. The details of the incident are as follows:

1. ****Description of the Forgery****: [Provide a brief description of the forgery, including what was forged, how you discovered it, and any relevant dates.]

2. ****Implications of the Forgery****: [Discuss the potential impact or consequences of the forgery on you or others.]

3. ****Evidence****: [List any evidence you possess, such as documents, photographs, or witness statements that support your claim.]

4. ****Action Requested****: [Clearly state what action you wish the recipient to take in response to this letter.]

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification regarding this matter.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company/Organization, if applicable]