

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

Dear [Recipient's Name],

Subject: Report of Forgery

I hope this message finds you well. I am writing to formally report an incident of forgery that has come to my attention regarding [specific details of the document or situation]. The details are as follows:

- Description of the forgery
- Date and context in which it occurred
- Persons involved (if known)
- Impact of the forgery

Given the seriousness of this matter, I kindly request your immediate attention to investigate this issue. I am willing to provide any necessary documentation or evidence to assist in your inquiry.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title (if applicable)]