

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

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

Subject: Allegation of Forgery

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a serious concern regarding an instance of forgery involving [briefly describe the document or situation].

On [date of occurrence], it came to my attention that [provide details about the forgery, including how you discovered it, any relevant parties involved, and the impact it has had]. This matter is of utmost importance and requires immediate attention.

I have attached [mention any supporting documents or evidence] to substantiate my claims. I kindly request that an investigation be conducted into this matter to ensure that appropriate actions are taken. Thank you for your prompt attention to this serious issue. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Organization, if applicable]