

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your Address] [City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Title or Position], [Recipient's Organization]

[Address] [City, State, ZIP Code]

Subject: Cyber Crime Complaint

Dear [Recipient's Name],

[Salutation]: Begin the letter with a professional salutation addressing the recipient by name or title.

[Introduction]:

I am writing to formally complain about a cybercrime incident that occurred on [Date] involving [Brief Description of the Incident]. This letter serves as an official notification of the incident and a request for investigation and appropriate action.

[Body]:

1. Clear and concise description of the incident: Provide a detailed account of the cyber crime incident, including:
 - Date, time, and location of the incident.
 - Nature of the cyber crime (e.g., hacking, phishing, identity theft)
 - How the incident occurred, and the methods used by the perpetrators
 - Impact and consequences of the cyber crime on you or your organization (e.g., financial losses, data breaches, personal harm).

2. Documentation of evidence and supporting information: Attach any relevant evidence or documentation to support your complaint, such as:

- Screenshots of suspicious emails or websites
- Transaction records
- Log files.
- Forensic analysis reports

3. Identification of the parties involved: Identify yourself or your organization as the complainant(s) filing the cyber crime complaint. If known, provide information about the accused party(s) involved in perpetrating the cyber crime, including:

- Name
- Contact information.
- Any other relevant details that may aid in the investigation.

[Conclusion]:

In light of the seriousness of the cyber crime incident and its impact on [Your Name or Your Organization], I respectfully request that [Recipient's Name or Organization] initiate an investigation into the matter and take appropriate action against the perpetrators. I am available to provide any further information or assistance required for the investigation.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of the issue.

Sincerely,

[Your Name]

[Your Signature]

[Enclosures: List any documents or evidence attached to the letter]

[CC: List any additional recipients copied on the letter, if applicable]