

# Bribery Alert Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Potential Bribery Incident

Dear [Recipient Name],

I am writing to formally notify you of a potential bribery incident that has come to my attention regarding [specific details about the incident, including names, dates, and circumstances].

Details of the incident include:

- Date of Incident: [Insert Date]
- Location: [Insert Location]
- Individuals Involved: [Insert Names/Entities]
- Description of Incident: [Provide Brief Description]

We take such matters seriously and are committed to upholding the integrity of our organization. It is important that we investigate this situation promptly and thoroughly.

Please acknowledge receipt of this notification and advise on the next steps regarding this matter.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]