

Corruption Reporting Notice

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Department Name]

Subject: Reporting Corruption

Dear [Recipient's Name],

I am writing to formally report an incident of corruption that has come to my attention. The details are as follows:

Date of Incident: [Insert Date]

Location: [Insert Location]

Description: [Provide a brief description of the incident, including any individuals involved and the nature of the corruption.]

Evidence: [List any evidence you may have, such as documents, witnesses, or other relevant information.]

I believe that this matter requires immediate attention and appropriate action to uphold integrity within our organization. Please let me know how you intend to proceed with this report.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]