

Wrongful Activity Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Report of Wrongful Activity

Dear [Recipient Name],

I am writing to formally report an incident of wrongful activity that I believe requires immediate attention. The details of the incident are as follows:

- **Date of Incident:** [Insert Date]
- **Time of Incident:** [Insert Time]
- **Location:** [Insert Location]
- **Involved Parties:** [Insert Names/Descriptions]
- **Nature of the Activity:** [Describe the Activity]
- **Witnesses:** [Insert Witness Names/Contact Information]

I believe this activity is not only unethical but may also violate company policies and possibly the law. I urge you to investigate this matter promptly to ensure proper actions are taken.

Thank you for your attention to this serious issue. Please feel free to contact me for any further information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]