

# **Subject: Urgent: Potential Scam Notification**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a matter of concern that may involve a suspected scam.

Recently, [describe the situation or incident, e.g., "I received a call from someone claiming to be from the bank, asking for my personal information."]

Given the circumstances, I believe this may be a fraudulent activity aimed at [mention the purpose, e.g., "gaining access to personal information or funds"]. I urge you to exercise caution and verify the legitimacy of such calls/emails before providing any personal information.

If you have any further questions or require assistance in addressing this issue, please do not hesitate to contact me.

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]  
[Your Contact Information]