

# IMPORTANT ALERT: Suspected Identity Theft

Dear [Recipient's Name],

We are writing to inform you of a suspected case of identity theft that has come to our attention regarding your business transactions with us.

Details of the Incident:

- Date of Transaction: [Date]
- Transaction Amount: [Amount]
- Transaction Reference Number: [Reference Number]

We strongly advise you to:

1. Review your recent transactions and account statements.
2. Monitor your credit reports for any unfamiliar activity.
3. Consider placing a fraud alert on your credit file.
4. Contact us immediately if you notice any discrepancies.

Please use the following contact information for further assistance:

Phone: [Your Phone Number]

Email: [Your Email Address]

We take this matter seriously and are here to assist you as needed.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]