

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: URGENT: Wire Transfer Fraud Threat Mitigation Advisory

Dear [Recipient Name],

Due to a significant increase in sophisticated business email compromise (BEC) and wire transfer fraud schemes targeting our industry, we are issuing this formal advisory to outline mandatory security protocols for all financial transactions.

To protect your assets and ensure the integrity of our financial partnership, please adhere to the following mitigation requirements:

- **Multi-Factor Authentication:** Always verify any change to payment instructions via a known, trusted voice contact. Do not use phone numbers provided in the email requesting the change.
- **Verification of Changes:** Our organization will never notify you of changes to banking coordinates via email alone. Any such request should be treated as highly suspicious.
- **Email Scrutiny:** Carefully inspect sender email addresses for subtle misspellings or domain variations (e.g., .co vs .com) that mimic official correspondence.
- **Delayed Processing:** Implement a mandatory "holding period" for any first-time payments to new accounts or recently modified accounts to allow for secondary verification.

If you receive any communication that appears to be from our office requesting an urgent wire transfer or a change in banking details, please contact your account representative immediately at [Phone Number].

Please confirm receipt of this advisory and acknowledge that these protocols have been communicated to your finance and accounts payable departments.

Sincerely,

[Sender Name]

[Sender Title]

[Organization Name]