

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Bank Name]

[Fraud Department/Wire Transfer Department]

[Bank Address]

[City, State, Zip Code]

RE: URGENT NOTICE TO SUSPEND AND RECALL FRAUDULENT WIRE TRANSFER

To Whom It May Concern,

I am writing to formally report an unauthorized and fraudulent wire transfer initiated against my account. I am requesting that your institution immediately suspend any pending transfers and initiate a recall of the funds associated with the transaction details below:

- **Account Holder Name:** [Your Name or Business Name]
- **Account Number:** [Your Account Number]
- **Date of Transaction:** [Date]
- **Transaction Reference/Confirmation Number:** [Reference Number]
- **Transfer Amount:** [Currency and Amount]
- **Recipient Name (Fraudulent Vendor):** [Name of Vendor/Recipient]
- **Recipient Bank:** [Receiving Bank Name]
- **Recipient Account Number:** [Receiving Account Number]

This transaction was not authorized by me or any authorized signatory on this account. This transfer is the result of [briefly state: e.g., vendor-initiated fraud / business email compromise / unauthorized access].

I request that you take the following actions immediately:

1. Suspend the wire transfer if it has not yet been cleared.
2. Initiate a formal "Hold Harmless" or "Recall" request with the beneficiary bank.
3. Freeze any further outgoing transfers to this specific vendor/recipient until further notice.
4. Provide a written confirmation of the actions taken regarding this request.

I am prepared to provide a police report or additional documentation as required by your fraud investigation department. Please contact me immediately at [Your Phone Number] if you require further information.

Sincerely,

[Signature]

[Your Printed Name]

[Title, if for a business]