

Date: [Insert Date]

To:

[Financial Institution Name]

[Fraud/Claims Department]

[Street Address]

[City, State, Zip Code]

RE: Notification of Suspected Forged Indorsement

Dear Sir/Madam,

I am writing to formally notify you of a suspected forged indorsement regarding the check described below, which was drawn on my account/issued by me:

- **Account Number:** [Insert Account Number]
- **Check Number:** [Insert Check Number]
- **Date of Check:** [Insert Date on Check]
- **Check Amount:** \$[Insert Amount]
- **Payee Name:** [Insert Name of Intended Payee]

I have determined that the intended payee never received the funds and did not indorse the check. It appears that the signature on the reverse side of the check is a forgery or was made without authorization.

I am requesting that you initiate an immediate investigation into this matter, credit my account for the unauthorized debit, and provide any necessary "Affidavit of Forgery" forms required to proceed with this claim.

Attached is a copy of the [cleared check/account statement] for your reference.

Please contact me at [Insert Phone Number] or [Insert Email Address] if you require additional information. I look forward to your prompt response regarding the resolution of this claim.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]