

IMPORTANT: FRAUD PREVENTION NOTICE

Date: [Insert Date]

Dear [Recipient Name],

This letter contains critical information regarding the security of your account and financial transactions. Please review the following disclaimer carefully.

1. Verification of Payment Instructions

Our payment details (including bank account numbers and wire instructions) rarely change. If you receive any communication-via email, phone, or text-notifying you of a change in payment details, please treat it as fraudulent. Do not follow the instructions until you have verbally verified the change with a known representative from our office using a trusted phone number.

2. Email Security

Email is not a secure form of communication. Fraudsters often intercept emails to misdirect funds. Always double-check the sender's email address for slight misspellings or unusual domains.

3. Limitation of Liability

[Company Name] shall not be held liable for any loss of funds resulting from payments made to fraudulent accounts or for actions taken based on unauthorized communications. It is your responsibility to ensure that all security protocols are followed before initiating a transfer.

4. Suspicious Activity

If you suspect any fraudulent activity or receive a suspicious request for sensitive information, please contact our Fraud Prevention Department immediately at [Insert Phone Number].

By proceeding with your transactions, you acknowledge that you have read and understood this fraud prevention disclaimer.

Sincerely,

[Your Name/Department]
[Company Name]