

Date: [Insert Date]

To: [Recipient Name]

Subject: SECURE WIRING INSTRUCTIONS AND FRAUD PREVENTION NOTICE

Dear [Recipient Name],

To ensure the security of your funds and protect against the rising threat of cybercrime and wire fraud, please follow these instructions carefully regarding any fund transfers for [Project/Transaction Name].

1. Official Wiring Instructions

Please use the following account details for your wire transfer:

- **Bank Name:** [Insert Bank Name]
- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]
- **Routing Number (ABA):** [Insert Routing Number]
- **SWIFT/BIC (if applicable):** [Insert SWIFT Code]
- **Bank Address:** [Insert Bank Address]

2. Fraud Prevention: Mandatory Verbal Verification

Email accounts can be compromised. To prevent fraud, **do not** initiate a wire transfer based solely on this or any other email. Before sending any funds, you must:

- Call our office at a known, trusted phone number: **[Insert Trusted Phone Number]**.
- Speak with **[Insert Contact Person Name]** to verbally confirm the account numbers and routing details.
- Do not use any phone number provided in an unexpected email update or attachment.

3. Changes to Instructions

Be advised that our wiring instructions **will not change** during the course of this transaction. If you receive an email or phone call stating that our wiring instructions have changed, or asking you to send funds to a different account, treat it as a fraudulent attempt. Please notify us immediately by phone if this occurs.

4. Post-Transfer Notification

Once you have initiated the wire, please send a confirmation email (without full account numbers) or call us so we can track the incoming credit with our financial institution.

Thank you for your cooperation in keeping this transaction secure.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]