

WIRE TRANSFER FRAUD ADVISORY

Date: [Date]

To: [Recipient Name/Customer Name]

Subject: IMPORTANT: Security Notice Regarding Wire Transfer Requests

Dear [Recipient Name],

This letter serves as a formal advisory to help protect your assets from wire transfer fraud and business email compromise (BEC). Cybercriminals frequently use sophisticated phishing tactics to impersonate executives, vendors, or legal representatives to divert funds to unauthorized accounts.

To ensure the security of your transactions, please adhere to the following mandatory protocols:

- **Verify All Changes:** If you receive an email requesting a change to banking instructions or account details, do not click any links or use the contact information provided in that email.
- **Two-Step Verification:** Always confirm wire instructions via a known, trusted phone number. Speak directly with a verified representative before initiating any transfer.
- **Check Sender Addresses:** Carefully inspect email addresses for slight misspellings or domain changes (e.g., .co instead of .com).
- **Report Suspicious Activity:** If you receive a suspicious request or believe you have been a victim of fraud, notify us immediately and contact your local law enforcement.

Our Commitment: [Company Name] will never request a change to payment instructions via email without a secondary verbal verification process.

Please contact us at [Phone Number] if you have any questions regarding this advisory.

Sincerely,

[Your Name]

[Your Title]

[Company Name]