

[Your Law Firm Name/Professional Letterhead]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

TO: [Financial Institution Name]
Attn: Fraud/Legal/Compliance Department
[Bank Address Line 1]
[Bank Address Line 2]

RE: LETTER OF REPRESENTATION AND URGENT NOTICE OF FRAUDULENT ACTIVITY

Account Name: [Victim/Client Name]
Account Number (if known): [Account Number]
Reference Number: [Police Report or Case Number]

To the Legal and Compliance Department,

Please be advised that this firm represents [Client Name] regarding a fraudulent scheme that has resulted in the unauthorized transfer of funds to/from an account held at your institution.

Notice of Fraud:

On [Date], a transaction in the amount of [Currency/Amount] was initiated under fraudulent pretenses. The details of the destination account at your institution are as follows:

Beneficiary Name: [Name on Recipient Account]
Account Number: [Recipient Account Number]
Transaction ID: [Transaction ID]

Request for Asset Freeze:

We hereby formally request that [Financial Institution Name] immediately place an administrative freeze or "hold" on the above-referenced account to prevent the further dissipation of stolen assets. We believe these funds are the direct proceeds of a crime.

Request for Information:

Pursuant to applicable financial regulations and fraud prevention protocols, we request that you preserve all records, KYC (Know Your Customer) documentation, and transaction logs associated with this account. Please provide confirmation of the current balance remaining in the account.

Indemnification:

Our client is prepared to cooperate with law enforcement and your internal investigations

department. We are currently working with [Police Department/Agency Name] to secure formal seizure orders or subpoenas.

Please acknowledge receipt of this letter and confirm whether the funds have been successfully secured.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]

[Law Firm Name]

CC: [Law Enforcement Agency Name/Case Officer]