# **Business Email Compromise (BEC) Email Notification to Law-Enforcement Template Part of the BEC Incident Response Toolkit**

**Subject: Urgent: Report of Business Email Compromise Incident**

**Body:**

**Dear [Law Enforcement Agency],**

**I am writing to report a Business Email Compromise (BEC) incident that has impacted our organization. Details of the incident:**

**- Date and Time of Discovery: [Insert Date and Time]**

**- Brief Description: [Insert Description]**

**Transaction Details:**

**- Date and Time of Transaction: [Insert Transaction Details]**

**- Amount Transferred: [Insert Amount]**

**- Account Numbers Involved: [Insert Account Numbers]**

**- Bank Names and Branches: [Insert Bank Details]**

**We have taken the following steps so far: [List any steps already taken].**

**We request your urgent assistance in investigating this matter and, if possible, recovering the funds involved.**

**Attached is a detailed report of the incident and the compromised transaction for your review.**

**Thank you for your prompt attention to this critical matter.**

**Sincerely,**

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**