

[Name]
[Address]
[City, State, Zip]

[Date]

[Name]
[Address]
[City]

Re:

Attn:

I am a sworn public official from the state of [State]. When a fraud is perpetrated in the course of my official duties, I feel obligated to take the following action:

- a. Notify the Attorney General of [State] of the details and circumstance of the occurrence.
- b. Notify the [State] Secretary of State to look into the matter of whether the Lender should maintain their license to do business in the state. Supply the same details to the Secretary of State.
- c. Notify other notary publics of the details of non-payment.
- d. Register the details of the occurrence with the BBB.

The actions as outlined above will commence on [Month, Day, 2006] if our office does not receive payment before that date. Please send payment to:
[Business name and address].

[The date used is five days from the date of the email]

With Best Regards,

[Name], Certified Signing Agent