

# Letter Template for Investigative News Investigation Outline

Date: \_\_\_\_\_

To: [Recipient's Name] [Recipient's Position] [Organization/Company Name] [Address] [City, State, Zip Code]

Dear [Recipient's Name],

I am writing to outline our proposed investigation into [Subject of Investigation], which has raised significant concerns regarding [Brief Description of Issues or Events]. Our team at [Your News Organization] is committed to uncovering the truth behind these matters.

## Investigation Outline

### 1. Introduction

Brief overview of what prompted the investigation.

### 2. Objectives

Clearly defined goals for this investigation.

### 3. Methodology

Outline of the investigative methods to be employed, such as interviews, document analysis, and data collection.

### 4. Key Areas of Focus

- Area 1: [Description]
- Area 2: [Description]
- Area 3: [Description]

### 5. Timeline

Estimated timeline for each phase of the investigation.

### 6. Conclusion

Summary of the importance of this investigation for public awareness and accountability.

We look forward to your support and guidance as we embark on this critical investigation. Please feel free to contact me at [Your Phone Number] or [Your Email] for further discussion.

Thank you for your attention to this matter.

Sincerely,

[Your Name] [Your Position] [Your News Organization] [Your Contact Information]