

Letter of Demand for Investigation

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally demand an investigation into a recent transaction that I believe to be wrongful or erroneous. The transaction in question occurred on [Date of Transaction] and involved [Description of Transaction].

Details of the transaction are as follows:

- **Transaction ID:** [Transaction ID]
- **Amount:** [Transaction Amount]
- **Date:** [Transaction Date]
- **Involved Parties:** [Parties Involved]

Upon reviewing my records, I have noticed discrepancies that raise concerns about the legitimacy of this transaction. I believe that it may involve [reason for suspicion, such as fraud, error, etc.].

I kindly request that you initiate a thorough investigation into this matter. Please inform me of the findings and any steps you plan to take to rectify the situation.

Thank you for your immediate attention to this serious issue. I look forward to your prompt response.

Sincerely,
Your Name