

Request for Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request information regarding a matter of potential fraud that has recently come to my attention. We have identified possible discrepancies in [specify context, e.g., financial statements, transactions, accounts] that warrant further investigation.

Specifically, we seek clarification on the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We believe that your cooperation in this matter is crucial in addressing these concerns. Please provide the requested information by [insert deadline, if applicable].

Thank you for your prompt attention to this important issue. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]