

# Theft-Related Transaction Inquiry

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

I am writing to inquire about a transaction that occurred on [Insert Date of Transaction] which appears to be associated with a theft incident. The details of the transaction are as follows:

- **Transaction ID:** [Insert Transaction ID]
- **Date of Transaction:** [Insert Date]
- **Amount:** [Insert Amount]
- **Location:** [Insert Location]

We believe that this transaction may have been fraudulent in nature, and we request your assistance in providing more information about it. Specifically, we would like to know:

1. Details about the individual or entity involved in the transaction.
2. Any security footage or evidence related to this transaction.
3. Any additional information that may assist in resolving this matter.

We appreciate your prompt attention to this matter, as it is of great importance to us. Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address] should you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]