

Inquiry into Suspicious Transaction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inquire about a transaction that has raised some concerns regarding its legitimacy. On [Insert Date of Transaction], a transaction with the reference number [Insert Transaction Reference Number] was processed through [Insert Method of Transaction, e.g., credit card, bank transfer].

The details of the transaction are as follows:

- Amount: [Insert Amount]
- Date: [Insert Date]
- Account Number: [Insert Account Number]
- Description: [Insert Description]

Due to the nature of the transaction, I would like to request further information and clarification about the following:

1. [Insert Question 1]
2. [Insert Question 2]
3. [Insert Question 3]

Please address this inquiry at your earliest convenience, as I believe it is in both our interests to resolve this matter promptly. I appreciate your attention to this issue and look forward to your timely response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]