

Inquiry into Unauthorized Employee Activities

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally inquire into certain activities that have raised concerns regarding compliance with company policies and ethical standards. It has come to our attention that [describe the unauthorized activities or incidents briefly].

As part of our commitment to maintaining a transparent and accountable work environment, we request your cooperation in providing any relevant information regarding these activities. Specifically, we would like to understand:

- [Specific question or area of concern]
- [Specific question or area of concern]
- [Specific question or area of concern]

We appreciate your prompt attention to this matter. Please respond by [insert response deadline] to ensure that we can address these concerns swiftly and effectively.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]