

# Forensic Financial Investigation Request for Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally request your assistance in a forensic financial investigation concerning [briefly describe the context or purpose of the investigation]. As part of our efforts to ensure a thorough analysis, we kindly ask that you provide the following information:

- [Specify Document or Information Type 1]
- [Specify Document or Information Type 2]
- [Specify Document or Information Type 3]

This information is vital to our investigation and will help us in [explain how the information will aid the investigation]. We would appreciate your cooperation in this matter and request that you provide the requested information no later than [insert deadline].

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]