

Investigation Request for Account Irregularities

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an investigation into certain irregularities identified in our account, [Account Number/ID], which have raised concerns regarding potential discrepancies.

Details of the Irregularities:

- [Describe Specific Irregularity 1]
- [Describe Specific Irregularity 2]
- [Describe Specific Irregularity 3]

Given the gravity of these findings, I believe it is essential to conduct a thorough investigation at your earliest convenience. I would appreciate it if you could provide me with any relevant documentation or findings from your side.

Please let me know if you require any further information or clarification to assist with this investigation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]