

Request for Information

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request information related to an ongoing fraud investigation (Case Number: [Insert Case Number]). We believe that your organization may hold pertinent information that could assist in the resolution of this matter.

Specifically, we are seeking the following information:

- [Detail specific information needed]
- [Detail specific information needed]
- [Detail specific information needed]

Please provide this information by [Insert Deadline] to ensure a timely investigation. If you have any questions or require further clarification, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]