

[Your Name]

[Your Title]

[Your Organization]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

[City, State, Zip Code]

**Subject: Notification of Investigation Request**

Dear [Recipient's Name],

We are writing to formally notify you of an investigation that has been initiated regarding [specific legal matter or issue]. This investigation is being conducted as part of our commitment to ensuring compliance with applicable laws and regulations.

You may be required to provide relevant documentation or information as part of this process. Please ensure that any requested materials are submitted by [specific deadline] to facilitate a thorough review.

If you have any questions or require additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]