

Notification of Fiduciary Responsibility Violation

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of a serious concern regarding a potential violation of fiduciary responsibilities that has come to our attention. Our records indicate that certain actions undertaken by you, in your capacity as [insert position/title], may have breached the trust and obligations owed to [insert organization/group].

Specifically, on [insert date or timeframe], it was noted that [describe the specific actions or decisions that led to the violation, along with any relevant details]. These actions appear to contravene the fiduciary duties laid out in [cite relevant laws, regulations, or internal policies].

We take these matters very seriously, and as such, we are providing you with an opportunity to address and explain your actions. Please respond to this notification by [insert response deadline], detailing your perspective and any mitigating circumstances that you believe should be considered.

Failure to respond or adequately address this issue may result in further action, including but not limited to [insert potential consequences, if applicable]. We hope to resolve this matter promptly and fairly.

Thank you for your immediate attention to this important issue. We look forward to your timely response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]