

Fraud Investigation Inquiry Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Financial Discrepancies

We are writing to formally notify you of an ongoing investigation into certain financial discrepancies that have come to our attention. These discrepancies have raised concerns regarding potential fraudulent activities within the [specific department or area].

To assist with our investigation, we kindly request your cooperation in providing the following documents:

- Detailed financial records for the last [insert time period]
- Any internal audit reports.
- Access to related correspondence and transaction records.
- Any relevant notes or memos that may shed light on the discrepancies.

We aim to resolve this matter promptly and efficiently. Please provide the requested information by [insert deadline] to ensure a smooth investigation process. If you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]