

Forensic Accounting Compliance Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are conducting a forensic accounting compliance inquiry concerning the financial practices and records of [Company/Organization Name]. This inquiry is part of our efforts to ensure adherence to applicable laws and regulations.

We kindly request the following documents and information:

- Recent financial statements
- Internal audit reports
- Documentation of accounting policies
- Details of any transactions that may raise compliance concerns

Please send the required documents to us by [insert deadline]. If you have any questions or need further clarification, feel free to contact me at [insert your contact information].

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]