

# Complaint Letter Regarding Unapproved Financial Activities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding unapproved financial activities that have come to my attention within [Company/Organization Name]. It has been reported that financial transactions involving [specific details about the transactions] were conducted without proper authorization.

These actions not only breach our company's financial policies but also raise concerns regarding accountability and transparency. I believe it is crucial to address this matter promptly to maintain trust within the team and to ensure compliance with our organizational standards.

I kindly request a thorough investigation into these activities and an update on the steps that will be taken to rectify the situation. Thank you for your attention to this pressing matter.

Sincerely,

[Your Name]