

Letter Template for Request for Disclosure

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request disclosure of specific information due to a potential breach of fiduciary duty that has come to my attention. As [your position or relationship to the recipient, e.g., a beneficiary, partner], I believe that it is imperative to address these concerns promptly.

In accordance with [relevant laws or agreements], I am requesting access to the following documents and information:

- [List specific documents, records, or information needed]
- [List additional items, if applicable]

Please provide the requested materials by [specific date, typically 14-30 days from the date of the letter]. Should you need any clarifications regarding this request, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]