

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

[City, State, Zip Code]

Subject: Response to Inquiry Regarding Securities Fraud Investigation

Dear [Recipient's Name],

Thank you for your inquiry dated [date of inquiry] regarding the ongoing investigation into potential securities fraud involving [specific case or situation]. We take these matters very seriously and are committed to fully cooperating with your investigation.

In response to your request for information, we have conducted a thorough review of our records. Attached to this letter, you will find [list of documents being provided, e.g., financial statements, transaction records, correspondence, etc.] relevant to this matter.

We assure you that we are dedicated to transparency and integrity, and we will continue to work diligently to resolve this situation. Should you have any further questions or require additional information, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]