

[Your Name]  
[Your Title/Position]  
[Date]

[Recipient Name]  
[Recipient Title/Department]  
[Institution Name]  
[Institution Address]

**RE: Formal Complaint and Request for Investigation into Missing Institutional Funds**

Dear [Recipient Name],

I am writing to file a formal complaint regarding the discovery of financial discrepancies within the [Name of Department/Account]. Recent internal reviews indicate that a significant amount of institutional funds, totaling approximately [Amount], is currently unaccounted for.

The missing funds were identified during a review of [Specific Period/Project/Audit]. Specifically, the following irregularities have been noted:

- [Detail 1: e.g., Unexplained withdrawals]
- [Detail 2: e.g., Missing documentation for specific expenditures]
- [Detail 3: e.g., Discrepancies between budget reports and bank statements]

Given the gravity of this situation and the potential breach of fiduciary duty, I am formally requesting that the institution initiate an immediate and independent probe to locate the missing funds and identify those responsible for the oversight or misappropriation.

I have attached copies of the relevant financial documents supporting this claim. I am available to meet with the investigative committee to provide further information as required.

I look forward to receiving a written acknowledgement of this complaint and an outline of the steps that will be taken to resolve this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]