

**[Your Name/Law Firm Name]**

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

**[Date]**

**[Recipient Name/Financial Institution]**

[Attn: Compliance/Legal Department]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**RE: FORMAL NOTICE OF INVESTIGATION - MISSING TRUST ACCOUNT FUNDS**

Account Name: [Name on Trust Account]

Account Number: [Last four digits of Account Number]

Reference Number: [Internal Reference Number]

To Whom It May Concern,

This office represents [Client Name] regarding the above-referenced trust account. This letter serves as formal notice that we are initiating an investigation into missing or unaccounted funds totaling \$[Amount] from the aforementioned account.

Our preliminary review indicates that unauthorized or irregular transactions occurred between [Start Date] and [End Date]. To facilitate this investigation, we demand that you immediately provide the following documentation within [Number] business days:

- Complete transaction history and monthly statements for the period of [Date Range].
- Copies of all front and back images of cancelled checks, wire transfer confirmations, and withdrawal slips for the disputed transactions.
- Records of all authorized signatories and any recent changes to account access permissions.
- Internal logs or audit trails related to the processing of the specific transactions in question.

Furthermore, we request that you place a temporary administrative hold or heightened monitoring status on this account to prevent further unauthorized depletion of assets while this investigation is pending.

Please acknowledge receipt of this letter and direct all future correspondence regarding this matter to my office at [Email/Phone]. Failure to cooperate with this inquiry may result in further legal action to protect our client's interests and ensure the recovery of trust assets.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]