

[Your Name/Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Bank Name/Financial Institution]
[Department Name, e.g., Fraud/Compliance Department]
[Bank Address]
[City, State, Zip Code]

RE: Formal Demand for Immediate Inquiry into Missing Funds - Account #[Account Number]

To the Management of [Bank Name],

This letter serves as a formal demand for an immediate and comprehensive inquiry into a discrepancy discovered in the corporate account referenced above. As of [Date], we have identified missing funds totaling [Amount and Currency], which were not authorized by any representative of [Company Name].

The details of the suspicious activity/transactions are as follows:

- Date of Transaction: [Date]
- Transaction Reference Number: [Number]
- Amount: [Amount]
- Description: [Transaction Description]

We officially dispute these transactions. We request that [Bank Name] immediately initiates the following actions:

1. Conduct a full internal investigation into the origin and destination of these funds.
2. Provide a detailed report of all login activity and IP addresses associated with the account for the period of [Start Date] to [End Date].
3. Freeze any further outgoing transfers from this account until this matter is resolved.
4. Restore the missing funds to the account immediately.

Please acknowledge receipt of this demand within [Number, e.g., 24 or 48] hours. We expect a written update on the status of your inquiry by [Date]. Failure to resolve this matter promptly may result in further legal action and a formal complaint to [Relevant Financial Regulatory Body].

Thank you for your immediate attention to this serious matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]