

DATE: [Insert Date]

TO: Board of Directors, [Company Name]

FROM: [Name/Title of Reporting Officer]

SUBJECT: Notification of Suspicious Activity

Dear Members of the Board,

This letter serves as a formal notification regarding suspicious activity recently identified within the organization's operations. In accordance with our internal compliance policies and regulatory requirements, we are providing this summary for your review.

Incident Overview:

- **Date of Discovery:** [Insert Date]
- **Department/Area Involved:** [Insert Department]
- **Nature of Activity:** [Brief Description, e.g., Unexplained Financial Variance, Unauthorized Access, Potential Fraud]

Current Status and Actions Taken:

[Insert brief description of steps taken so far, such as internal audits, freezing of accounts, or involvement of legal counsel].

Risk Assessment:

[Briefly state the potential impact on the company's financial standing, reputation, or legal compliance].

Next Steps:

The management team and relevant departments are conducting a full investigation. A detailed report including findings and recommended remediation efforts will be presented at the next board meeting on [Insert Date] or sooner if urgent developments arise.

If you require immediate clarification or more detailed documentation, please contact [Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Typed Name]

[Title/Position]