

DATE: [Insert Date]

TO: [Insert Department Name/Recipient Name]

FROM: [Insert Your Name/Department]

SUBJECT: Formal Request for Information Regarding Internal Investigation #[Insert Case Number]

Dear [Recipient Name],

This letter is a formal request for information and documentation related to an ongoing internal investigation regarding [briefly state the nature of the suspicion, e.g., potential financial irregularities / policy violations].

To assist in this matter, please provide the following records by [Insert Deadline Date]:

- [Insert specific document/data requested]
- [Insert specific document/data requested]
- [Insert specific document/data requested]

Please ensure that all requested files are provided in [Insert Format, e.g., PDF/Excel] and include any relevant timestamps or metadata. If any of the requested information is unavailable, please provide a written explanation as to why.

This matter is strictly confidential. You are instructed not to disclose the existence of this request or the nature of this investigation to any unauthorized personnel or the individuals involved in the inquiry.

Thank you for your prompt cooperation.

Sincerely,

[Signature]

[Your Printed Name]

[Your Job Title]