

[Your Name/Law Firm Name]

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Recipient Name]

[Partner Name or Legal Counsel]

[Address Line 1]

[City, State, Zip Code]

RE: Formal Notice of Forensic Accounting Examination - [Partnership Name]

Dear [Recipient Name],

This letter serves as formal notice regarding the ongoing dispute concerning the financial management and operations of [Partnership Name]. Due to unresolved discrepancies in financial reporting and concerns regarding the allocation of partnership assets, a forensic accounting examination has been authorized.

The firm of [Forensic Accounting Firm Name] has been retained to conduct a comprehensive audit of the partnership's financial records from [Start Date] to [End Date]. The scope of this examination includes, but is not limited to:

- Verification of all cash receipts and disbursements.
- Analysis of capital accounts and profit/loss distributions.
- Review of business expenditures for potential personal use of funds.
- Verification of asset valuations and liabilities.
- Review of digital accounting records and tax filings.

Pursuant to the Partnership Agreement dated [Date], specifically Section [Section Number] regarding Inspection of Books, you are required to provide full access to all relevant financial records. Please ensure the following documents are made available by [Deadline Date]:

- General ledgers and sub-ledgers.
- Bank statements and cancelled checks for all business accounts.
- Federal and State tax returns.
- Invoices, receipts, and payroll records.
- Any communication regarding financial transactions between partners.

Please refrain from altering, deleting, or destroying any physical or electronic records relevant to the partnership's financial history. Failure to cooperate with this examination or any attempt to withhold documentation may result in immediate legal action and a request for judicial intervention.

Please have your legal counsel contact my office by [Date] to coordinate the transfer of requested documents and schedule the onsite inspection if necessary.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]