

[Your Name/Department]  
[Organization Name]  
[Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name/Title]  
[Organization Name]  
[Address]  
[City, State, Zip Code]

**RE: Formal Notice of Whistleblower Allegations and Fraud Inquiry**

Dear [Recipient Name],

This letter serves as formal notification that [Organization Name] has received specific allegations regarding potential fraudulent activities and professional misconduct. These allegations have been brought forward by a whistleblower and involve [Briefly Mention Department or Activity].

The reported concerns include, but are not limited to:

- [Description of Allegation 1]
- [Description of Allegation 2]
- [Description of Allegation 3]

Pursuant to our internal compliance policies and relevant legal protections for whistleblowers, a formal inquiry has been initiated. We request your full cooperation in this matter. Specifically, you are required to provide the following documentation by [Deadline Date]:

- [Specific Document/Record Request 1]
- [Specific Document/Record Request 2]
- [Specific Document/Record Request 3]

Please be advised that any form of retaliation against the individual(s) who brought these concerns forward is strictly prohibited by law and company policy. Furthermore, all relevant documents and electronic data must be preserved; any destruction or alteration of evidence will result in immediate disciplinary and/or legal action.

We expect a written response acknowledging receipt of this letter and confirming your intent to comply with the inquiry timeline. Should you have any questions, please contact [Name/Contact Info] directly.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Authority]