Date: [Insert Date]

To: [Recipient Name/Department]
From: [Investigator Name/Forensic Accounting Team]
Subject: Formal Inquiry Regarding Potential Asset Misappropriation

Dear [Name],

This letter serves as a formal notification that [Company Name] is conducting a forensic inquiry into potential irregularities concerning [specific asset class, e.g., inventory, cash disbursements, or electronic equipment].

Preliminary reviews of [Financial Records/Audit Logs] dated from [Start Date] to [End Date] have identified discrepancies that require further investigation. Specifically, the inquiry focuses on:

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

To facilitate this process, you are requested to provide the following documentation by [Due Date]:

1. Original invoices and purchase orders for the period mentioned above.
2. Access to [Software/System Name] transaction logs.
3. Correspondence records related to [Specific Vendor or Project].
4. [Any other relevant documentation].

Please be advised that all internal data and physical assets related to this inquiry must be preserved in their current state. Do not delete, modify, or relocate any files or physical records until further notice.

We request your full cooperation and a written response addressing the discrepancies listed above. If you have any questions regarding this request, please contact [Name/Department] directly.

Sincerely,

[Signature]
[Name and Title]
[Organization/Firm Name]