

[Date]

To: [Name of Recipient/Board Member]
The Board of Directors
[Organization Name]
[Organization Address]

Subject: Acknowledgment of Forensic Investigation and Terms of Engagement

Dear [Name of Recipient],

This letter serves as a formal acknowledgment that the Board of Directors of [Organization Name] has authorized a forensic investigation regarding [Briefly state the nature of the matter, e.g., alleged financial irregularities/procurement concerns].

The investigation will be conducted by [Name of Investigating Firm/Internal Team] starting on [Start Date]. The primary objectives of this investigation are to:

- Identify the scope and nature of the suspected activities;
- Identify parties involved or responsible;
- Quantify any financial loss or impact;
- Evaluate internal control weaknesses; and
- Provide recommendations for remedial action.

The Board of Directors acknowledges its responsibility to ensure full cooperation with the investigators. This includes providing unrestricted access to all relevant personnel, digital records, physical documents, and organizational assets required to complete the mandate.

All parties involved are expected to maintain strict confidentiality regarding the proceedings of this investigation. Disclosure of information related to this matter should only occur as authorized by [Name of Lead Director/Legal Counsel] or as required by law.

We anticipate receiving a final report by [Estimated Completion Date]. The Board will review the findings and determine the appropriate legal, regulatory, or disciplinary actions based on the results.

Please sign below to acknowledge receipt of this notification and the Board's commitment to the investigative process.

Sincerely,

[Signature]
[Name of Chairperson/Authorized Director]
Chair of the Board / Audit Committee
[Organization Name]

Acknowledgment:

I, the undersigned, hereby acknowledge the initiation of the forensic investigation and agree to the terms and expectations outlined above.

Signature: _____ Date: _____