

To: [Supervisor's Name]
From: [Your Name]
Date: [Current Date]
Subject: Formal Request for Review of Investigation - Case #[Reference Number]

Dear [Supervisor's Name],

I am writing to formally request a supervisory review of the investigation regarding [brief description of the issue/incident], which was concluded on [Date].

Upon reviewing the findings, I believe the investigation remains incomplete for the following reasons:

- **Unexamined Evidence:** [List specific documents, emails, or physical evidence not considered].
- **Missing Witness Statements:** [List names of individuals who were not interviewed].
- **Unresolved Discrepancies:** [Briefly describe facts or timelines that were overlooked].

Because these key elements were not addressed, I believe the current conclusions do not accurately reflect the facts of the matter. I request that the case be reopened or audited to ensure a thorough and fair resolution.

I have attached [mention any supporting documents] for your reference. I am available to discuss this request in more detail at your earliest convenience.

Thank you for your time and professional oversight regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title/ID Number]