

DATE: [Insert Date]

TO: [Recipient Name/Tenant Name]

ADDRESS: [Insert Property Address/Unit Number]

RE: NOTICE OF FORMAL INVESTIGATION REGARDING SUSPECTED ILLEGAL ACTIVITY

Dear [Recipient Name],

This letter serves as formal notification that management has received reports and documentation regarding suspected illegal activity occurring at the premises located at [Insert Address].

The specific activities under investigation include, but are not limited to:

- [Insert specific allegation, e.g., unauthorized distribution of controlled substances]
- [Insert specific allegation, e.g., suspected theft or possession of stolen property]
- [Insert specific allegation, e.g., violation of local/state statutes]

As a result of these reports, a formal internal investigation has been initiated. This matter may also be referred to local law enforcement agencies for further action. Please be advised that illegal activity constitutes a material breach of your [Lease Agreement/Employment Contract/Terms of Service] and may result in immediate termination of residency or legal action.

Required Action:

You are hereby requested to [Insert Action, e.g., cease all such activity immediately / provide a written statement regarding these allegations / attend a mandatory meeting on Date at Time].

During the course of this investigation, you are expected to cooperate fully. Any interference with this process or intimidation of witnesses will result in further disciplinary or legal consequences.

This letter is not an eviction notice or a formal charge, but a notification that the situation is being reviewed. We reserve the right to take necessary legal steps following the conclusion of our findings.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization Name]

[Your Contact Information]