

INVESTIGATION LETTER

Recipient Name:

Recipient Address:

Subject:

Notice of Investigation Regarding [Matter or Issue]

Dear [Recipient],

This letter serves as formal notification that an investigation is being conducted concerning the matter referenced above. You are hereby requested to fully cooperate with this investigation and provide any documents, information, or testimony deemed necessary.

Scope of Investigation:

The investigation will encompass all relevant facts, documents, communications, and actions related to the matter. This includes, but is not limited to, any relevant contracts, emails, reports, and other records in your possession or control.

Your Obligations:

You are required to preserve all relevant evidence and refrain from destroying, altering, or concealing any pertinent information. Please respond to any requests for documents or interviews promptly and accurately.

Confidentiality:

All information obtained during this investigation shall be treated as confidential and used solely for the purposes of this investigation. Disclosure to unauthorized parties is strictly prohibited and may result in legal consequences.

Legal Compliance:

This investigation is conducted in accordance with applicable United States laws. Failure to comply with the terms set forth in this letter may result in legal action, including but not limited to sanctions, penalties, or other remedies available under the law.

Contact Information:

Should you have any questions regarding this investigation or require clarification on your responsibilities, please contact the undersigned immediately.

Sincerely,

This Investigation Letter is issued pursuant to applicable United States laws and regulations. Noncompliance with the terms herein may result in legal sanctions. This document does not constitute an admission of liability or waiver of any rights.

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