

[Company Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice of Investigation regarding Claim Number: [Claim Number]**

Dear [Recipient Name],

This letter is to formally notify you that [Company Name] has initiated a formal investigation regarding the claim submitted on [Date of Claim Submission] related to [Brief Description of Incident/Policy Type].

As part of our standard quality control and fraud prevention protocols, we conduct detailed reviews of claims where inconsistencies or irregularities are identified. The purpose of this investigation is to verify the accuracy of the information provided and to ensure the validity of the claim under the terms of your policy.

Please be advised that while this investigation is ongoing:

- No final determination has been made regarding the payment or denial of this claim.
- Processing of the claim may be temporarily suspended pending the outcome of the inquiry.
- We may require additional documentation or a formal statement from you or other involved parties.

A representative from our Special Investigations Unit (SIU) may contact you shortly to request further information. We request your full cooperation to ensure a timely resolution of this matter. Failure to cooperate or the provision of false information may result in the denial of your claim and potential legal action as permitted by law.

If you have any questions regarding this notice, please contact [Investigator Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Company Name]