Date: [Insert Date]

Subject: Notice of Formal Investigation - Claim Number: [Insert Claim Number]

Dear [Claimant Name],

This letter is to formally notify you that [Company Name] has initiated an investigation regarding the claim submitted by you on [Date of Claim Submission] concerning [Brief Description of Claim, e.g., alleged injury/property loss].

During a routine review of the documentation provided, certain inconsistencies were identified that require further verification. As a result, your claim has been referred to our Special Investigations Unit (SIU) for a comprehensive review to ensure compliance with our policies and legal requirements.

Status of Your Claim:
Please be advised that while this investigation is ongoing, no final determination has been made. Your claim will remain in a "Pending" status until the investigation is concluded. We aim to complete this process within [Number] business days, provided all requested information is received promptly.

Information Required:
To assist us in this matter, we request that you provide the following documents by [Deadline Date]:

- [Document 1]
- [Document 2]
- [Document 3]

Please be aware that providing false, incomplete, or misleading information during an investigation may result in the denial of your claim and may be subject to further legal action or reporting to the relevant regulatory authorities as required by law.

If you have any questions or have additional information that may assist in this review, please contact the undersigned directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]