

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Department]
[Client or Company Name]
[Address]
[City, State, Zip Code]

Re: Explanation of Extraordinary Expenses for Investigation Case #[Case Number]

Dear [Recipient Name],

This letter serves as a formal explanation regarding the extraordinary expenses incurred during the private investigation conducted between [Start Date] and [End Date]. While we strive to maintain costs within the initial budget, certain unforeseen circumstances required additional resources to ensure the integrity and success of the assignment.

The following factors contributed to the additional costs:

- **Extended Surveillance Requirements:** The subject moved across multiple jurisdictions, requiring [Number] additional hours of mobile surveillance and increased fuel/travel costs.
- **Specialized Equipment:** To obtain clear evidence in low-light conditions, we utilized [Type of Equipment], which incurred a specific rental and technical setup fee.
- **Database and Records Access:** Accessing restricted [Type of Records, e.g., deep-background or historical] archives required third-party access fees not covered in the standard retainer.
- **Urgency and Manpower:** Due to the time-sensitive nature of the [Event/Deadline], an additional field operative was deployed to provide 24-hour coverage.

A detailed breakdown of these costs is attached to the final invoice. We believe these measures were necessary to provide the comprehensive results required for this case.

Please contact me directly at [Phone Number] if you have any questions regarding these line items or require further clarification.

Sincerely,

[Your Signature]

[Your Printed Name]

[License Number, if applicable]