

**Date:** [Insert Date]

**TO:** [Name of Surveillance Agency/Internal Investigative Unit]

**ATTN:** [Contact Person/Lead Investigator]

**ADDRESS:** [Street Address, City, State, Zip Code]

**RE: Referral for Corporate Fraud Surveillance - Case #[Internal Reference Number]**

Dear [Contact Name],

This letter serves as a formal referral for surveillance services regarding suspected fraudulent activity within [Company Name]. Based on preliminary internal reviews, we have identified irregularities that require professional external observation and evidence gathering.

**Subject Information:**

- **Full Name:** [Subject Name]
- **Position:** [Job Title/Department]
- **Primary Address:** [Subject Home Address]
- **Vehicle Details:** [Make, Model, Color, License Plate]

**Scope of Investigation:**

The surveillance is requested to confirm suspicions regarding: [e.g., Workers' compensation fraud, theft of corporate assets, unauthorized secondary employment, or breach of non-compete agreement].

**Specific Instructions:**

- **Surveillance Period:** From [Start Date] to [End Date].
- **Key Locations:** [List specific sites or areas of interest].
- **Reporting Requirements:** Please provide daily updates and a final comprehensive report including time-stamped video/photographic evidence.

**Confidentiality:**

This matter is strictly confidential. All findings must be communicated only to the undersigned or the designated Point of Contact: [POC Name] at [POC Phone/Email].

Please acknowledge receipt of this referral and provide an estimated budget for this assignment before commencing operations.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title]  
[Company Name]