

Date: [Insert Date]

TO: [Name of Lead Investigator/Firm Name]

FROM: [Name of Authorizing Officer/Board of Directors]

COMPANY: [Company Name]

SUBJECT: Formal Letter of Instruction: Internal Investigation into Suspected Embezzlement

Dear [Investigator Name],

This letter serves as a formal instruction for [Firm Name] to conduct a comprehensive forensic investigation into suspected financial irregularities and potential embezzlement within [Company Name].

1. Scope of Investigation

The investigation should focus on the following areas and timeframes:

- Review of [Specific Department, e.g., Accounts Payable] records from [Start Date] to [End Date].
- Identification of unauthorized fund transfers, falsified invoices, or diverted assets.
- Analysis of [Specific Accounts or Credit Cards].
- Assessment of internal control bypasses.

2. Objectives

- Determine the total financial loss incurred.
- Identify all individuals involved in or responsible for the misappropriation of funds.
- Secure and preserve evidence for potential civil or criminal litigation.
- Provide recommendations for strengthening internal financial controls.

3. Access and Authority

You are granted full access to all corporate financial records, digital databases, employee correspondence, and physical premises necessary to complete this task. All employees are hereby instructed to cooperate fully with your inquiries.

4. Confidentiality and Reporting

This investigation is strictly confidential. All findings, work papers, and interim reports must be delivered directly to [Designated Point of Contact, e.g., General Counsel]. A final written report detailing your methodology and findings is required by [Insert Deadline Date].

5. Legal Privilege

This investigation is commissioned in anticipation of litigation. All communications and work products should be marked "Privileged and Confidential" where applicable.

Please acknowledge receipt of these instructions and provide an estimated timeline for the initial phase of the investigation.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]