

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Investigation Process

I hope this letter finds you well. I am writing to formally apply for the investigation process regarding [briefly state the subject of the investigation, e.g., a specific incident, compliance issue, etc.].

I believe that an investigation is warranted due to [provide a concise explanation of the reasons or circumstances leading to this request].

I am prepared to provide any necessary documentation and assist in any further inquiries to facilitate this investigation. Please let me know how I can contribute to this process effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]