To

[The Recipient Name]  
[Designation]  
[Company Name]

Date:

Dear [Recipient Name],

I am writing to bring a serious matter to your attention. As I had been entrusted with the task of collecting donations for the company’s charity program, I had managed to collect $50, 000 over the last two weeks. However, an amount of $20, 000 has gone missing from my office. I implore you to carry out an official investigation and recover the missing amount.

I have been keeping the funds in a locked drawer in my cabin at the office. I always keep the keys in the drawer in my pocket while the spare keys are in the admin office. I believe someone got access to the spare keys and used them to steal the funds from my office while I was away during lunch break. I suggest checking the CCTV camera footage to catch the culprit. The admin officers should also be questioned since they maintain the spare keys to the office.

It is highly disturbing to know that someone from our office stole our charity funds. I hope we are able to recover the missing amount soon. I shall transfer the cash to the company’s bank account as soon as it has been recovered to avoid such an incident again.

[Your Name]  
[Designation]

Signature: