**To**

**[The Recipient Name]  
[Department]**

**Re. Warning for Misusing Company's Money and Assets**

Dear Mr. [Name],

The letter seeks inquiry into the matter of mishandling of the Company's money from account no. [Mention the account no.] with the title [mention the title]. This account's significance considers that its charge is looked after by the Senior Finance Manager of the Company and his team.

The Company had [mention the total amount] in its aforementioned account on [mention the exact date and month]. Afterward, no transaction history was observed; however, an amount of [mention the amount] was transacted to another unknown account.

This is contemplated to be a fraudulent action by the Company's legal advisor. Our evaluation cell recognizes the underground transaction as a threat to the Company's internal security system.

We demand a smooth and fair trial of the problem and an examination of the transactions without executive approval. Moreover, the charge of the Senior Financial Manager as a Senior Auditor is also withheld till further notice. You are advised to run inquisitive operations to look into this matter and come out with the required answers with their causes.

In case of non-compliance and unauthorized transactions, the Company shall call out fraud and theft charges against the Financial Management Team of the Company. Further non-compliance shall result in strict reprimanding actions or termination.

Thank you.

Regards

[Name of the sender]  
[position]  
[company name]  
[Signature]