

Date: [Insert Date]

To: [Recipient Name / Department]

[Recipient Organization]

[Recipient Address Line 1]

[Recipient Address Line 2]

From: [Your Name]

[Your Position / Department]

[Your Organization]

[Your Contact Information]

Subject: Formal Request for Recovery of Unauthorised Loss

Dear [Recipient Name],

I am writing to formally request the recovery of losses incurred as a result of unauthorised activity as detailed below. This request is submitted in accordance with company policies and relevant regulatory guidelines.

Details of the Unauthorised Loss

Date of Incident: [Insert Date]

Type of Loss: [Describe the unauthorised loss – e.g., financial, material, data, etc.]

Amount / Value: [Insert loss value or estimation]

Description: [Provide a concise description of the circumstances surrounding the incident, including any individuals or systems involved and steps taken following discovery.]

Supporting Documentation

Please find attached the relevant supporting documents, including incident reports, investigation findings, and any correspondence related to the matter.

Requested Action

I respectfully request that the appropriate measures be taken to recover or mitigate the unauthorised loss as soon as possible. Kindly initiate the necessary procedures and advise on any further steps required from my end.

Contact Information

Should you require further information or clarification, please do not hesitate to contact me at [phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Signature, if applicable]

Important Notes

- Ensure all facts and figures included are accurate and verifiable.
- Attach relevant supporting documentation to substantiate your request.
- Follow your organization's formal procedures for submitting such documents.
- Do not share sensitive information unless it is secured and necessary for the process.
- Retain a copy of the submitted document and all attachments for your records.