



# Final Investigation Memo

To:

From:

Date:

RE: Final Investigation Memo [Client name]

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## Investigation Information:

Case ID:

Client Name:

Type of Investigation:

Date investigation began:

Date investigation concluded:

## Initial report or concern:

## Summary of findings:

## Records reviewed & interviews:

## Recommendations:

## Investigations Coordinator review:

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Investigator Signature/Date

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Investigations Coordinator

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Date

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Date



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Team Attorney

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Date



## Appendix A: Documents Reviewed

Provide a list of all documents reviewed as part of the investigation:

[illegible]



## Appendix B: Interview Information

Provide a list of all interviews conducted as part of the investigation:

[illegible]