



(Your Letterhead)

NOTICE TO CUSTOMER

[Insert the Customer's name and physical address]

Ms. XXXXXXXXXXXX
1234 Main Street
Anywhere, ST 12345

Dear Ms. XXXXXXXX,

Records or information concerning your transactions held by the financial institution named in the attached subpoena are being sought by the Office of the Inspector General, Department of Defense, in accordance with the Right to Financial Privacy Act of 1978, 12 U.S.C. Section 3401-3422, for the following purpose(s):

Example: To refute or support allegations that you provided XXXXXXXXXXXX during the approximate period of March 2XXX to March 2XXX, you fraudulently received unauthorized active duty pay and benefits, in violation of the Uniform Code of Military Justice (UCMJ) Article 121, Larceny and Article 132, Frauds against the United States.

If you desire that such records or information not be made available, you must:

- (1) Fill out the accompanying motion paper and sworn statement (as indicated by the instructions beneath each blank space) or write one of your own, stating that you are the customer whose records are being requested by the Government, and either giving the reasons you believe that the records are not relevant to the legitimate law enforcement inquiry stated in this notice or any other legal basis for objecting to the release of the records.
- (2) File the motion and sworn statement by mailing or delivering them to the Clerk of any one of the following United States District Courts:

[Insert the appropriate U.S. District Court address and phone number for the location of the DoD IG (always Virginia Eastern District Court), the location of the financial institute and the location of where the customer resides] This information can be obtained at www.uscourts.gov/courtlinks/

Virginia Eastern District Court
Albert V. Bryan United States Courthouse, 2nd Floor
401 Courthouse Square
Alexandria, VA 22314
(703) 299-2100

North Carolina Eastern District Court
574 Terry Sanford Federal Building
310 New Bern Avenue
Raleigh, NC 27601
(919) 645-1700

(It would simplify the proceeding if you would include with your motion and sworn statement a copy of the attached subpoena, as well as a copy of this notice.)

(3) Serve the Government authority requesting the records by mailing (by registered or certified mail) or by delivering a copy of your motion and sworn statement to: **Inspector General of the Department of Defense, c/o DOD IG Subpoena Program Manager, 400 Army Navy Drive, Suite 1037, Arlington, VA 22202-4704.**

(4) You do not need to have a lawyer, although you may wish to employ one to represent you and protect your rights.

(5) Be prepared to come to court and present your position in further detail.

If you do not follow the above procedures, upon the expiration of ten days from the date of service or fourteen days from the date of mailing of this notice, the records or information requested therein may be made available. These records may be transferred to other Government authorities for legitimate w enforcement inquiries, in which event you will be notified after the transfer.

Sincerely,

XXXXXXXX X. XXXXXX, Special Agent
Special Agent-In-Charge

Enclosures:

Subpoena Duces Tecum
Appendix A
Statement of Customer Rights under the
Right to Financial Privacy Act of 1978
Instructions for Completing and Filing
Motion and Sworn Statement
Motion Form
Sworn Statement Form
Certificate of Service