

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Request for Comprehensive Due Diligence

We are conducting a comprehensive due diligence review in connection with [specific purpose, e.g., acquisition, investment, partnership] involving [Company/Project Name]. To facilitate this process, we kindly request your cooperation in providing the following information and documentation:

1. ****Corporate Structure****
 - Current organization chart
 - List of subsidiaries, affiliates, and joint ventures
2. ****Financial Statements****
 - Audited financial statements for the past three years
 - Recent interim financial statements
3. ****Legal Matters****
 - Summary of pending or threatened litigation
 - Copies of major contracts and agreements
4. ****Operational Information****
 - Overview of business operations and processes
 - Information on key suppliers and contracts
5. ****Regulatory Compliance****
 - Statement of compliance with relevant regulations
 - Copies of licenses and permits
6. ****Market Analysis****
 - Competitive landscape overview
 - Market share and growth potential analysis
7. ****Personnel Information****
 - Key management bios and compensation structures
 - Employee count and benefits overview

We would appreciate receiving this information by [specific deadline], enabling us to proceed efficiently with our review. Please do not hesitate to contact me at [your phone number] or [your email address] if you have any questions or require further clarification on any items. Thank you for your cooperation and assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Company Website]