

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Due Diligence Findings

I hope this message finds you well. Following our recent due diligence process regarding [Project/Transaction Name], we have compiled our findings for your review.

Key Findings:

1. **Financial Assessment**: [Brief Summary]
2. **Legal Compliance**: [Brief Summary]
3. **Operational Review**: [Brief Summary]
4. **Market Analysis**: [Brief Summary]

Overall, our analysis indicates [Overall Conclusion]. We recommend [Suggested Actions or Next Steps].

Please feel free to reach out if you require further details or wish to discuss these findings.

Best regards,

[Your Name]
[Your Position]
[Your Company]