

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Due Diligence Compliance Request

I hope this letter finds you well. As part of our ongoing efforts to ensure compliance with applicable regulations and standards within our industry, we are currently conducting a thorough due diligence process. We value our partnership with [Recipient Company] and believe that transparency and mutual understanding are key to our continued success. To facilitate this process, we kindly request your assistance in providing the following information by [specific deadline]:

1. **\*\*Corporate Structure\*\***

- A copy of your company's organizational chart
- Details of any subsidiaries or associated entities

2. **\*\*Financial Statements\*\***

- Most recent audited financial statements for the past three years
- Tax returns for the last three years

3. **\*\*Compliance Documents\*\***

- Copies of any regulatory filings or licenses
- Documentation of compliance policies and procedures

4. **\*\*Risk Management\*\***

- Overview of your risk management strategy
- Records of any past regulatory violations or audits

5. **\*\*Contracts and Agreements\*\***

- Key contracts with third parties relevant to our collaboration
- Any outstanding litigation or disputes

We assure you that all information provided will be treated with the utmost confidentiality and will only be used for the purposes of our due diligence review. If you have any concerns regarding this request or need clarification on any specific items, please do not hesitate to reach out. Thank you for your attention to this matter and for your continued support. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]