

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Due Diligence Confirmation

Dear [Recipient's Name],

We are writing to confirm our understanding and findings related to the due diligence process conducted on [Target Company Name] as part of the [Transaction Type, e.g., acquisition, investment] that is currently being considered.

Details of the Due Diligence Process:

- **\*\*Scope of Review\*\***: [Briefly describe the areas covered, such as financials, legal, operations, etc.]
- **\*\*Period Covered\*\***: [Timeframe of the reviewed documents/information]
- **\*\*Key Findings\*\***: [Summarize important findings or issues identified]

We appreciate your cooperation in providing the necessary documents and insights throughout this process.

Please confirm the accuracy of this information by signing and returning a copy of this letter by [Response Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Signature Line]

I, [Recipient's Name], hereby confirm the accuracy of the above-stated information.

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[Recipient's Signature]

[Date]