

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Due Diligence Request

I hope this letter finds you well. As part of our ongoing efforts to ensure compliance and evaluate potential business opportunities, we kindly request your cooperation in providing us with the following due diligence information regarding [specific business, project, or partnership]:

1. **\*\*Company Overview\*\***
  - Business structure and ownership
  - Organizational chart
  - Company history and background
2. **\*\*Financial Information\*\***
  - Recent financial statements (last 3 years)
  - Tax returns
  - Audit reports
3. **\*\*Legal Documents\*\***
  - Current contracts and agreements
  - Any pending litigation or legal issues
  - Intellectual property documentation
4. **\*\*Operational Details\*\***
  - Key personnel and resumes
  - Overview of business operations
  - Technology and systems used
5. **\*\*Risk Management\*\***
  - Insurance coverage details
  - Regulatory compliance

We would appreciate it if you could provide the requested materials by [specific date] to facilitate a thorough assessment. Please feel free to reach out if you have any questions or require further clarification regarding this request.

Thank you for your cooperation, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]