

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Due Diligence Verification Request

We hope this letter finds you well. As part of our due diligence process, we are conducting a thorough verification of our records and relationships. We kindly request your assistance in providing the following information:

1. Confirmation of Company Details

- Company Name:
- Registration Number:
- Address:

2. Financial Information

- Last two years of audited financial statements
- Current tax identification number

3. Compliance Documentation

- Any relevant licenses or permits
- Certificates of good standing from regulatory bodies

4. References

- Contact information for two or three business references

Please provide the requested information by [specific deadline, e.g., MM/DD/YYYY] to ensure a timely completion of our verification process.

The information shared will be kept confidential and used solely for our evaluation purposes.

Thank you for your cooperation. Should you have any questions, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]