

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Due Diligence Documentation

I hope this message finds you well. As part of our ongoing efforts to [briefly state the purpose, e.g., assess a potential partnership or investment], we kindly request your assistance in providing us with the necessary due diligence documentation related to [specific project or business].

Specifically, we would appreciate if you could provide the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please let us know if you have any questions or need further clarification regarding the requested documents. We appreciate your cooperation and look forward to receiving this information by [specific date].

Thank you for your attention to this matter.

Sincerely,

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