

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

Dear [Recipient Name],

Subject: Due Diligence Investigation

We are in the process of conducting a due diligence investigation related to [specific purpose, e.g., a potential acquisition, partnership, etc.], and we would appreciate your cooperation in providing the following documentation and information:

1. **Financial Statements:**
 - Audited financial statements for the past three years.
 - Recent management accounts.
2. **Corporate Structure:**
 - Organizational chart.
 - List of shareholders and their respective ownership stakes.
3. **Legal Matters:**
 - Copies of any ongoing or past litigation involving your company.
 - Current contracts and agreements with suppliers, clients, and partners.
4. **Operational Information:**
 - Detailed description of products/services offered.
 - Key operational processes and systems in place.
5. **Market Analysis:**
 - Overview of market position and competition.
 - Any relevant industry reports.

Please provide the requested materials by [specific deadline], to facilitate our investigation effectively. Should you have any questions or require clarification on any items, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We look forward to your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company]