

[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: Due Diligence Review

I hope this message finds you well. As part of our ongoing evaluation process regarding [specific project/partnership/transaction], we are conducting a due diligence review to ensure all relevant factors are considered.

We kindly request the following information and documentation:

1. [Specific document or information needed]
2. [Specific document or information needed]
3. [Specific document or information needed]

Please provide the requested materials by [specific deadline] to facilitate a timely review. Should you have any questions or require further clarification, feel free to reach out directly.

Thank you for your cooperation and support.

Sincerely,

[Your Name]
[Your Title]
[Your Company]