

[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],

I. Introduction

- A. Purpose of the letter
- B. Brief overview of the due diligence assessment

II. Background Information

- A. Context of the assessment
- B. Stakeholders involved

III. Scope of Due Diligence

- A. Areas being assessed
  - 1. Financial
  - 2. Legal
  - 3. Operational
- B. Methodology employed

IV. Preliminary Findings

- A. Summary of key insights
- B. Identified risks and opportunities

V. Next Steps

- A. Proposed actions based on findings
- B. Timeline for further assessment

VI. Conclusion

- A. Reiterate importance of due diligence
- B. Invitation for questions or discussions

Sincerely,

[Your Name]  
[Your Title]