

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Due Diligence Inquiry

I hope this letter finds you well. As part of our ongoing efforts to ensure compliance and transparency in our business operations, we are conducting a due diligence inquiry regarding our partnership with [Recipient Company Name].

We kindly request the following information to assist us in this process:

1. ****Company Background:****

- Year of establishment
- Ownership structure
- Key management personnel

2. ****Financial Information:****

- Recent financial statements (last two years)
- Tax compliance history

3. ****Regulatory Compliance:****

- Licenses and permits held
- Any past or pending litigation

4. ****Business Practices:****

- Overview of standard business practices
- Code of conduct or ethics policy

We appreciate your prompt attention to this matter and request that you provide the requested information by [specific deadline, e.g., two weeks from the date of this letter]. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]