

[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 hope this letter finds you well. As part of our ongoing commitment to ensure a thorough and accurate due diligence process, we are reaching out to gather additional information regarding [specific details related to the due diligence].

To facilitate this, we kindly request your assistance in providing the following documentation/items:

1. [List specific documents or information needed]
2. [List additional documents or information, if needed]
3. [Any further requirements]

Your cooperation is invaluable to us, and we appreciate your prompt attention to this matter. If you have any questions or need clarification on any of the items requested, please do not hesitate to reach out.

Thank you for your time and assistance. We look forward to your response.

Best regards,

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