

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

Dear [Recipient Name],

Subject: Request for Due Diligence Audit Information

I hope this letter finds you well. We are currently in the process of conducting a due diligence audit as part of our business evaluation and compliance requirements. To facilitate this process, we kindly request your cooperation in providing the necessary documents and information related to [specific area of concern, e.g., financial records, legal compliance, operational processes].

We would appreciate it if you could provide the following documents by [specific deadline]:

1. [List specific documents or information required]
2. [List additional requests]
3. [Any other pertinent information]

Your prompt attention to this matter will aid us in ensuring a smooth and comprehensive audit process. Should you need any clarification regarding our requests or if you anticipate any issues in gathering the requested information, please do not hesitate to reach out to me directly.

Thank you for your cooperation and support.

Sincerely,

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