

[Your Name]
[Your Position]
[Your Company]
[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 Inquiry

I hope this message finds you well. As part of our ongoing evaluation process, we are currently conducting due diligence related to [specific transaction, investment, partnership, etc.]. In order to proceed effectively, we kindly request your assistance in providing the necessary information and documentation outlined below.

1. ****Financial Statements:**** Please provide the past three years of audited financial statements.
2. ****Compliance Records:**** Copies of any regulatory compliance reports and licenses.
3. ****Contracts and Agreements:**** A list of material contracts, including supplier and client agreements.
4. ****Litigation Status:**** Any current or past litigation related to the business.
5. ****Intellectual Property:**** Documentation regarding any patents, trademarks, or copyrights.

We understand that some information may be sensitive, and we assure you that all data will be treated with the utmost confidentiality. Our goal is to ensure a transparent and thorough review process, and your cooperation is invaluable to achieve this.

Please provide the requested information by [specific deadline]. Should you have any questions or require additional clarification, do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]