

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

Dear [Recipient Name],

Subject: Due Diligence Request

I hope this letter finds you well. As part of our ongoing due diligence process related to [specify transaction or agreement], we kindly request your cooperation in providing the necessary documentation and information listed below:

1. [Specify document or information needed]
2. [Specify document or information needed]
3. [Specify document or information needed]

We understand the sensitivity of the information requested and assure you that all provided data will be treated with the utmost confidentiality.

Please send the requested materials by [insert deadline].

Should you have any questions or require further clarification, feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance in this matter.

Sincerely,

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