

[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],

Subject: Due Diligence Process Initiation

I hope this letter finds you well. As part of our ongoing commitment to ensure a comprehensive evaluation of potential partnerships and investments, we are initiating our due diligence process regarding [specific project, transaction, or partnership].

To facilitate this process, we would like to request the following documents and information:

1. ****Corporate Structure****
 - Current organization chart
 - List of subsidiaries and joint ventures
2. ****Financial Statements****
 - Audited financial statements for the past three years
 - Current interim financial statements
3. ****Legal Matters****
 - Any pending or historical litigation cases
 - Intellectual property filings and status
4. ****Compliance and Regulatory****
 - Copies of licenses and permits
 - Compliance history with relevant regulations
5. ****Operational Information****
 - Overview of key operational processes
 - Details about supply chain partners and critical vendors

Please provide the requested information by [specific deadline], as it will greatly aid us in our assessment. Rest assured that all information shared will be treated with the highest level of confidentiality.

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 Typed Name]
[Your Title]
[Your Company]