

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

Dear [Recipient's Name],

Subject: Due Diligence Process

I hope this letter finds you well. As part of our ongoing assessment regarding [specific project or transaction], we would like to initiate the due diligence process to gather and analyze relevant information.

We kindly request your cooperation in providing the following documentation and information:

1. **Financial Statements:**
 - a. [List specific financial documents needed]
 - b. [List specific financial documents needed]
2. **Legal Documents:**
 - a. [List specific legal documents needed]
 - b. [List specific legal documents needed]
3. **Operational Information:**
 - a. [List specific operational documents needed]
 - b. [List specific operational documents needed]

Please provide the requested information by [specific deadline]. If you have any questions or require clarification regarding the documents requested, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response and appreciate your cooperation in facilitating a thorough due diligence process.

Sincerely,

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