

Buyer's Due Diligence Request

Date: [Insert Date]

To: [Seller's Name]

[Seller's Address]

[City, State, Zip Code]

Dear [Seller's Name],

As part of our ongoing process to assess the potential acquisition of [Company/Asset Name], we are conducting a thorough due diligence review. We kindly request your cooperation in providing the following information and documents:

- Financial statements for the last three fiscal years
- Tax returns for the past three years
- List of all current contracts and agreements
- Details of any ongoing litigation or disputes
- Information regarding employees, including current roles and compensation
- Relevant operational processes and procedures

We appreciate your timely attention to this request, as it is essential for us to move forward in our evaluation process. Please let us know if you have any questions or require additional information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]